### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Full Council meeting of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on 21 June 2023 at 7.00 pm.

**PRESENT:** Councillors: David Addison

Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Terri Cullen

Jenny James

Dayley Lawrence (Chair)

James Nelson

Ben Randles

Kulwinder Sigh Sappal

Jon Williams

Officers: Sharon Petela - Town Clerk

 Rachel Pullen – Responsible Finance Officer/Finance Manager

 Philip Francis - Deputy Town Clerk/Activity Centres Manager

SG Ward Councillor: Franklin Owusu-Antwi

**1 Submissions from the Public**

1.1 A resident asked whether an update would be given on the 2023 Community Festival and what the plans were for the 2024 event. The Town Clerk confirmed this is on the agenda for the Full Council meeting on 12th July 2023.

1.2 A resident commented that there is insufficient information available as part of the current parkrun public consultation, as no mention on likely numbers attending and parking provision.

1.3 A resident commented that, whilst there was a good response to the recent public transport consultation carried out by the Town Council, it was disappointing that there was no statistics provided, just all the comments. The Town Clerk commented that lessons have been learnt from this consultation and statistics will be supplied at the end of the parkrun consultation. The resident also commented that the changes to the 73 bus route which First Bus announced were not disseminated in an appropriate manner to the local community. Councillors explained the rationale behind what happened and commented that, once a formal response/clarification is received from First Bus, they will then be in a position to issue a press release on behalf of the Town Council.

**2 Apologies for absence**

Apologies were received from Councillors Natalie Field and Brian Mead.

**3 Applications for Dispensations by Councillors**

 None

**4 Declarations of Interest**

None

**5 Announcements by the Chair**

The Chair explained that he has been busy on Mayoral events and visits over the past few weeks, visiting schools, attending events, meeting town council staff and touring the three Town Council activity centres.

**6 Minutes of Previous Meetings**

Minutes of meeting held on 17th May 2023 were proposed for acceptance by Councillor Tom Aditya, seconded by Councillor Jon Williams with the spelling of Councillor Jon Williams name being corrected in 8.1.6.4. A vote was taken, carried unanimously. The minutes were then signed by the Chair as a correct record.

**7 Matters arising from the Minutes of 17th May 2023**

**7.1 Update on possible Park Run on Three Brooks Nature Reserve**

Notes from Bradley Stoke Town Council Working Group regarding proposed parkrun on Three Brooks Nature Reserve held on 31.05.23 can be viewed in Appendix A.

Actions taken so far:

* The Town Council public consultation is now live and is running until Sunday 30th July 2023. The consultation has been advertised on the Town Council website, Facebook page and 6 noticeboards around the town. Posters have also been put up on the Three Brooks Nature Reserve.
* Bradley Stoke Radio, Bradley Stoke Matters Magazine, Bradley Stoke Journal, Bradley Stoke Voice and Bradley Stoke Library have been informed of the consultation.
* Consultation online response form is up and running on the Town Council website and hard copies of the questionnaire are available from our three activity centres and main office for anyone unable to fill in the online version.
* A public drop-in session has been arranged for Saturday 1st July 2023 in the Cherry Room at Baileys Court Activity Centre between 9.30am and 12.30pm.

To date (as of 21st June 2023), 336 online responses have so far been received.

 Following the earlier discussion during the submissions from the public section, it was agreed that background information will be added to the consultation on the Town Council website and a note of the date information is added to the website will be made on the responses spreadsheet, to gauge whether any different responses are received following the additional information.

**7.2 Update on First Bus regarding loss of bus services**

 The following email was sent by the Town Council to First Bus on 23rd May 2023:

*Following on from our recent meeting and email conversations, councillors discussed the bus services in Bradley Stoke at the Annual Town Council Meeting*

*Councillors did acknowledge that buses are commercial enterprises and therefore loss-making routes cannot continue, so to ensure retention of various local routes, use of public transport by local communities needs to increase. They are also aware that the Metrobus routes have been designed as rapid transport systems. However, councillors expressed disappointment on the withdrawal of bus services from both the north and south of the town which has been detrimental to the quality of life for many residents.*

*Following discussion, councillors unanimously proposed that the Town Council ask First Bus to restore the entirety of the 73 bus route in Bradley Stoke to both the north and the south of the town. We look forward to hearing from you in due course.*

 The following response was received from First Bus on the same day:

 *Thanks for the update on what was discussed in the town council meeting.*

*I can say that the commercial team and myself have worked together on service 73 and an extension to the current route. I please to say that from our next change service 73 will be going the full length of Woodlands avenue with a new terminus as Aztec West. This will capture a very large part of your constituents that were cut off after the last change, and the issues around the current terminus point.*

*We are also looking at extending service 73 at the other end of the service to take in some of south Bristol, but this has not been confirmed at this time.*

On 24th May 2023, the Town Council then asked for clarification on the reference to the “south of Bristol” and also when the change to the route to the north of Bradley Stoke was likely to be introduced.

A response was received from First Bus on that evening saying that they had held a commercial meeting that day regarding the 73 service and would call us the following day to give an update on the service.

 No phone call was received, so a subsequent email was sent to First Bus on 9th June 2023:

*Just wondering what was happening regarding the reinstatement of the 73 bus route to the north of Bradley Stoke as I have not heard from you yet, but today, I have seen a news article on Bradley Stoke Journal where the new route has been confirmed by First Bus.*

 As of today (21st June 2023), no response has yet been received from First Bus.

 Councillors commented that mixed messages have been received from First Bus regarding the reinstatement of a section of the 73 bus route and detailed clarification is required before any press releases are issued from the Town Council.

**7.3 Recommencement of monthly Town Councillors surgeries**

This item was deferred from the Annual Town Council Meeting on 17th May 2023 (due to lateness of the meeting) to enable a full discussion to take place tonight.

 Following much discussion, Councillor Dayley Lawrence proposed that the councillors surgeries are reinstated on the 2nd and 4th Saturdays of every month (commencing from July 2023). The surgeries will be held from 10am – 12 noon, with the 2nd Saturday being held on a rotation at the Town Council activity centres and the 4th Saturday being held at the Willow Brook Centre. Surgeries are open to all councillors to attend (not tied to political parties), on a voluntary basis, but two councillors will need to be present at each surgery for security purposes. The proposal was seconded by Councillor Jon Williams. A vote was taken, 12 in favour, 1 abstention, proposal carried.

 The Town Clerk will circulate the dates and councillors can then sign up for the various surgeries/dates.

**7.4 To agree scoring matrix/criteria for Brook Way Activity Centre storage building public tender process**

Phil Francis, Activity Centres Manager/deputy Town Clerk gave the following update:

We now have all the designs and structural engineering reports to proceed with this project. We need to advertise the contract on contracts finder as the value is over our threshold of £25,000, we are required to publicly advertise the contract.

To help councillors choose a contractor we usually use a scoring matrix to help decide between contractors based on several criteria. Below I have included the 10 proposed areas to be scored against with a total score of 100.



Criteria 1. Public Liability £10M (0 or 5 points)

Criteria 2. Experience (0-5 points)

Criteria 3. Qualifications (0-5 points)

Criteria 4. Works start date (0-10 points)

Criteria 5. Project duration (0-15 points)

Criteria 6. Management and operation plan (0-10 points)

Criteria 7. Risk Assessment (0-5 points)

Criteria 8. Works Guarantee length in years (0-15 points)

Criteria 9. Project understanding (0-10 points)

Criteria 10. Cost (0-20 points)

Following discussion, Councillor Roger Avenin proposed a scoring matrix to include criteria 2 – 10 (as detailed above), with Public Liability insurance of £10M being a separate, stand-alone yes/no pre-requisite clause and also a reference to a “penalty clause” being included in the contract, seconded by Councillor Tom Aditya carried unanimously.

 **7.5 Update on Provision of Leisure Equipment on The Jubilee Green**

Phil Francis, Activity Centres Manager/Deputy Town Clerk gave the following update:

I have followed up with the 3 original companies to confirm their interest in this project. 2 of them have got back to me and confirmed they wish to continue. The S106 funding we previously applied that was related to the Charlton Hayes development is no longer available. We have now been invited to apply for further S106 funding related to the land at Hornbeam Close totalling £10,975.15 which is less that we previously applied for.

We will be applying for the funding towards the project and my recommendation is to go out to other funding sources to see if we can get some more funding towards the project. The specification for the project has been agreed to go with a focus on calisthenics, cardio equipment, disability accessible equipment all located on a circular pad. The Town Council could consider setting aside a budget to pay a professional coach to carry out some induction sessions to show the community how to use installed equipment. I have contacted Fields in Trust to obtain permission for this project but have not yet heard back.



The project currently has a budget of £21,855.05 (N/C 3070) which includes CIL funding of £4355.05 received in April 22nd. The Town Council have been awarded £17,420.21 in CIL funding which could be put towards one of our projects. I believe that the CIL monies should be allocated towards this project and with my recommendations below could bring the total budget to a significant amount.

|  |  |
| --- | --- |
| Project Budget currently  | £21,855.05 |
| Cil Funding  | £17,420.21 |
| S106 (if successful)  | £10,975.15 |
| Budget moved from basketball and football court | £21,000 |
| Total for budget | £71,250.41 |

 Councillors noted the update.

**7.6 Update on Provision of basketball hoops at the Jubilee Centre**

 Phil Francis, Activity Centres Manager/Deputy Town Clerk gave the following update:

 I have now met with representatives from GB Sports & Leisure regarding the project to get plans in place and am waiting to hear back from 2 others.

 The option to apply for further funding towards this project in the form of S106 monies for the land at Hornbeam Close has opened up in the region of £35,935.95 for capital funding which we will be applying for. There is also £10,876.58 for revenue funding which could be used for Coaching, mentoring & equipment for basketball/football facility on Jubilee Green which we will also be applying for. We have already received £3,981.29 in S106 monies from the Charlton Hayes development which combined would bring the total project budget to £39,917.24 solely from S106 funding. If we are successful in obtaining the full £35,935.95 my recommendation would be moving £21,000 from the current budget for the MUGA to the leisure equipment budget leaving £5,000 on top of the £39,917.24 totalling £44,917.24 for this project.

|  |  |
| --- | --- |
| Prime funding from BSTC | £26,000 |
| 1. S106 (already received)
 | £3,981.29 |
| 1. S106 (if successful)
 | £35,935.95 |
| Current Total (if (2) S106 successful) | £65,917.24 |
| Total if we move funds to Leisure equipment | £44,917.24 |

With the figures above this should be sufficient in the current early stages to allow for the construction of the area to include drainage and anti-slip coating similar to that on the hardcourts at the Jubilee Centre.



 Councillors noted the update.

**7.7 Community Infrastructure Levy funding 2022/23**

Due to the need to discuss this in detail, and there being a subsequent committee meeting this evening, this item will be carried forward to July Full Council meeting.

**7.8 Confirmation of amended council/committee meeting dates for 2023**

In line with the changes to Finance and Council meeting frequency agreed at Annual Town Council Meeting on 17th May 2023, the following changes (highlighted in **bold**) have therefore been made:

**NB: It will be necessary to retain the Finance committee meeting already scheduled for 20th December to tie in with Budget/Precept setting processes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **day** | **date** | **month** | **event** | **location** | **time**  | **m** |
| Wednesday | 12 | July | Council | Jubilee Centre | 1900 | 7 |
| **Wednesday** | **26** | **July** | **Finance** | **Jubilee Centre** | **1830** | **7** |
| Wednesday | 26 | July | Planning & Environment | Jubilee Centre | 1930 | 7 |
| Monday | 14 | August | Leisure, Youth & Amenities | Jubilee Centre | 1900 | 8 |
| **~~Wednesday~~** | **~~16~~** | **~~August~~** | **~~Finance~~** | **~~Jubilee Centre~~** | **~~1900~~** | **~~8~~** |
| Wednesday | 23 | August | Planning & Environment | Jubilee Centre | 1900 | 8 |
| Monday  | 4 | September | STRATEGIC PLANNING | Jubilee Centre | 1900 | 9 |
| Wednesday | 20 | September | Council | Jubilee Centre | 1900 | 9 |
| **Wednesday** | **27** | **September** | **Finance** | **Jubilee Centre** | **1830** | **9** |
| Wednesday | 27 | September | Planning & Environment | Jubilee Centre | 1930 | 9 |
| Monday | 16 | October | Leisure, Youth & Amenities | Jubilee Centre | 1900 | 10 |
| **Wednesday** | **18** | **October** | **Council** | **Jubilee Centre** | **1900** | **10** |
| **Wednesday** | **25** | **October** | **Finance** | **Jubilee Centre** | **1830** | **10** |
| Wednesday | 25 | October | Planning & Environment | Jubilee Centre | 1930 | 10 |
| Wednesday | 15 | November | Council | Jubilee Centre | 1900 | 11 |
| **Wednesday** | **22** | **November** | **Finance** | **Jubilee Centre** | **1830** | **11** |
| Wednesday | 22 | November | Planning & Environment | Jubilee Centre | 1930 | 11 |
| Monday | 18 | December | Leisure, Youth & Amenities | Jubilee Centre | 1900 | 12 |
| **Wednesday** | **20** | **December** | **Finance** | **Jubilee Centre** | **1830** | **12** |
| Wednesday | 20 | December | Planning & Environment | Jubilee Centre | 1930 | 12 |
|  |  |  |  |  |  |  |
| 1. Additional Finance committee meeting on Wednesday 26th July
 |
| 1. Delete Finance committee meeting on 16th August
 |  |  |  |
| 1. Additional Finance committee meeting on Wednesday 27th September
 |
| 1. Additional Council meeting on Wednesday 18th October
 |  |  |  |
| 1. Finance committee meeting moved to Wednesday 25th October
 |
| 1. Additional Finance committee meeting on Wednesday 22nd November
 |
| 1. Retain Finance committee meeting on 20th December
 |

 Following discussion, Councillor Dave Addison proposed acceptance of the amended/additional meeting dates as detailed above, seconded by Councillor Dayley Lawrence, carried unanimously.

**8 Conflict of Interest Declaration with BDO LLP**

Following discussion, Councillor Dayley Lawrence proposed that no Bradley Stoke Town Councillors have declared any interests in BDO LLP, seconded by Councillor Terri Cullen, carried unanimously.

**9 2022/23 Annual Return**

All relevant 2022/23 Annual Return and audit documentation has been circulated to councillors.

**9.1 Approve the 2022/23 Annual Governance Statement in Section 1 – page 4**

 Following discussion, Councillor Tom Aditya proposed that the Town Council confirms that it positively meets the requirements of all sections of the 2022/23 Annual Governance Statement (Section 1), seconded by Councillor Jon Williams, carried unanimously.

**9.2 Approve the 2022/23 Accounting Statements in Section 2 – page 5**

 Councillor Roger Avenin then proposed that the Town Council confirms that it positively meets the requirements of all sections of the 2022/23 Accounting Statements (Section 2), seconded by Councillor James Nelson, carried unanimously.

**9.3 Receive the 2022/23 Annual Internal Audit Report - page 3**

 The 2022/23 Internal Audit report was received.

Councillor Jon Williams proposed a vote of thanks to the BSTC Responsible Finance Officer, Rachel Pullen and all the office staff for all the hard work achieving a clear year-end annual internal audit, seconded by Dave Addison, carried unanimously.

**9.4 Adopt the Dates Set for the Period for the Exercise of Public Rights**

The required public notice advising the public of the period within which they have the right to inspect the unaudited documentation, to question the appointed auditor and make any objections will be Tuesday 27th June 2023 until Monday 7th August 2023. These dates comply with the statutory audit requirements and the notice will be placed on the council’s website and noticeboards prior to Monday 26th June 2023.

Councillor Dave Addison proposed adoption of the dates as detailed above, seconded by Councillor Dayley Lawrence, carried unanimously.

**10 Adoption of the 2022/23 Financial Statement**

Following discussion, adoption of the 2022/23 Financial Statement was proposed by Councillor James Nelson, seconded by Councillor Roger Avenin, carried unanimously.

**11 To approve the following Reports required for Audit**

 **11.1 2022/23 Bank Reconciliation**

 **11.2 2022/23 Reconciliation Between Boxes 7 & 8 of the Annual Return**

**11.3 2022/23 Explanation of Variances Between Figures in the Annual Report for the Current and Previous year.**

Following discussion, approval of items 11.1 – 11.3 (as detailed above) was proposed by Councillor Jon Williams, seconded by Councillor James Nelson, carried unanimously.

**12 Miscellaneous Matters**

**12.1 South Gloucestershire Council, Streetcare and Maintenance Team – Request for prioritised list of street cleansing/maintenance works in town**

Due to the need to discuss this in detail, and there being a subsequent committee meeting this evening, this item will be carried forward to July Full Council meeting.

**13 To confirm the date of the next Full Council meeting**

 Wednesday 12th July 2023 at 7.00pm

The Meeting closed at 8.05pm

**APPENDIX A**

**Notes from Bradley Stoke Town Council Working Group regarding proposed parkrun on Three Brooks Nature Reserve – 31st May 2023**

**Those in attendance**

Councillors: John Bradbury

Natalie Field

Jenny James

James Nelson

Ben Randles

Kulwinder Singh Sappal

Officers: Phil Francis – Activity Centres Manager/Deputy Town Clerk

 Sharon Petela – Town Clerk

**Background information to formation of working group**

The extract from the minutes of the Annual Town Council Meeting on 17th May 2023 below, explains the background to the formation of the working group:

***17.3 Update on possible commencement of parkrun on Three Brooks Nature Reserve***

*The Chair, Councillor Dayley Lawrence invited the two representatives from parkrun to address the meeting. They both declared an interest as they work for South Gloucestershire Council, but were speaking as representatives of parkrun.*

*Councillors asked a number of questions and made some observations including:*

* + - *Footpaths on Nature Reserve are not adequate to support this level of use and numbers of people attending each week and it may be dispiriting for the volunteer group who carry out amazing works on the Reserve, if the good works they do are then damaged by runners.*
		- *There will be a loss of additional parking spaces with the new building due to take place at Willow Brook Centre and the car park is already very busy on Saturday morning, also with the starting point in the middle of the reserve, people may be tempted to park in Juniper Way and other surrounding roads rather than the main Willow Brook Centre car park.*
		- *Clarification of start times*
		- *Guidance needed on likely numbers attending each week.*
		- *Public consultation and a public meeting need to be carried out prior to Town Council making any formal response to SGC.*
		- *Councillors are in favour of encouraging the local community to get active, but have significant concerns as to whether the Nature Reserve is the correct location.*
		- *Councillors acknowledged that not all parkruns take place on tarmacked surfaces, some are across grass etc.*

*Following discussion, Councillor Jon Williams proposed setting up a working group to formulate the public consultation and a public meeting, seconded by Councillor Ben Randles, carried unanimously, with the working group comprising of Councillors Roger Avenin, John Bradbury, Natalie Field, Jenny James, James Nelson, Kulwinder Singh Sappal and Ben Randles.*

**Appendix A**

**Points covered during the working group meeting**

* The public consultation questions need to be phrased to ensure they are non-leading and there should be a short explanation of parkrun included at the start of the questionnaire for anyone who does not know what parkrun is.
* Need to ensure that the public consultation reflects the views of the local community, so there will need to be a section in the questionnaire to include the postcode of the respondent.
* Representatives from parkrun have invited councillors to walk the route on a Saturday morning to get an overview of the terrain/paths etc. (provisional date 17th June - tbc)
* The form that the consultation will take:
* Town Council consultations usually run for about 6 weeks.
* Publicise the consultation on the Town Council website, Facebook page and 6 noticeboards around the town.
* Notify Bradley Stoke Radio, Bradley Stoke Matters Magazine, Bradley Stoke Journal, Bradley Stoke Voice and Bradley Stoke Library
* Set up consultation online response form on the Town Council website and also have hard copies of the questionnaire available for anyone unable to fill in the online version.
* Eye-catching poster to be designed and put up around the Three Brooks Nature Reserve to get the message out to local community who use the reserve.
* Public drop-in session to be held during the consultation (1st July – Cherry Room, Baileys Court Activity Centre, 9.30am – 12.30pm, )

**Action Points from the meeting**

Officers

* Formulate questionnaire and circulate to working group members prior to official launch
* Design poster for consultation
* Add consultation to Town Council website and Facebook page
* Forward the public consultation to local media outlets
* Organise the public drop-in session

Councillors

* Assist in getting the message out to local community
* Put up posters on Three Brooks Nature Reserve
* Attend the public drop-in session to be on-hand to answer residents queries

**Format of Questionnaire**

Please enter your postcode in the space opposite so that the Town Council has a clear picture where the replies

are coming from. Please note that these details will not be retained on any database and will not be used in the

future for any purposes other than the parkrun questionnaire.

1. Do you use the Three Brooks Nature Reserve? Yes/No (please delete as applicable)

If yes, what for and how often?

If yes, do you use it on a Saturday morning between 8 and 11 am?

**Appendix A**

1. A proposal has been submitted to South Gloucestershire Council to hold a weekly parkrun commencing at 9.00am on a Saturday morning on the Three Brooks Nature Reserve (see map and information below):

**What is parkrun?**

parkrun is a free, community event where you can walk, jog, run, volunteer or spectate a 5km route every Saturday morning at 9.00am. There are currently almost 800 events throughout the UK. parkrun endeavours to promote health and wellbeing through a number of initiatives. Its mission statement is "a healthier and happier planet". In the UK, parkrun has partnered with the Royal College of General Practitioners in order to promote healthy living through increased physical activity, socialisation and mutual support.

**Proposed parkrun route**



1. Assemble and leave bags in triangle area for briefing
2. Walk to green dot (access to Tump)
3. Start towards bridge – turn back without crossing
4. Continue on towards Braydon Avenue – turn before too close to houses
5. Continue up to bridge again
6. Turnback towards Braydon Turn around
7. Finish in triangle area.

 What are your thoughts on the proposal?

1. Do you have any additional access needs to be able to use the Three Brooks Nature Reserve (such as wheelchair/mobility scooter/pushchair). If so, do any of the parkrun proposals give cause for concern?

A public drop-in session is being held on Saturday 1st July 2023 in the Cherry Room, Baileys Court Activity Centre, 9.30am – 12.30pm.

Thank you for taking the time to complete this short questionnaire. Completed questionnaires can be left at the following locations:

Town Council Office, Jubilee Centre, Savages Wood Road, Bradley Stoke, BS32 8HL

Baileys Court Activity Centre, Baileys Court Road, Bradley Stoke, BS32 8BH

Brook Way Activity Centre, Brook Way, Bradley Stoke BS32 9DA

Alternatively, the questionnaire can be completed online at: [www.bradleystoke.gov.uk](http://www.bradleystoke.gov.uk)