### 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 11 October 2023 at 7.05 pm.

**PRESENT:** Councillors: Aleena Aditya

Tom Aditya

John Bradbury

Frederic Contenot

Terri Cullen

Natalie Field

Jenny James

Dayley Lawrence (Chair)

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams

Officers: Sharon Petela - Town Clerk

Philip Francis - Deputy Town Clerk/Activity Centres Manager

Rachel Pullen – RFO/Finance Manager

Graham Baker – Youth Development & Participation Worker

SG Ward Councillor: Franklin Owusu-Antwi

Representatives from: Severn Wye, Warm & Well

**1 Submissions from the Public and Councillors**

* 1. A local resident raised concerns regarding the proposed Woodlands Garden Community development which is currently in the initial consultation stages. Concerns were expressed regarding past landfill site, roads not suitable for heavy vehicles, lack of public transport provision, increased noise and pollution, environmental issues. Also concerns about the extinguishment of established Public Rights of Way. Plus the loss of greenbelt land. Councillors commented that this item is being discussed later on the agenda and will be covered in more detail.

1.2 Local residents who live in the vicinity of a piece of amenity land which is currently being advertised for auction raised the following concerns regarding the proposed sell-off by the current owner. The land currently has a covenant on it and it cannot be developed on until 2030, but what is to say, this covenant could not be changed. Also, what is to stop whoever buys it, going to the site immediately and felling all the trees in the area. This would be detrimental to wildlife inhabiting the area and also to the visual amenity of the local community.

*Councillor Jon Williams arrived at this point in the meeting*

Councillors commented that it may be possible for South Gloucestershire Council (SGC) to place an emergency Tree Preservation Order (TPO) on the trees which would prevent the new owner doing any work to the trees without applying for planning consent first. Councillors got this actioned by SGC when another piece of land was sold in similar circumstances earlier in the year.

Councillor Ben Randles explained that he would be meeting with a member of the SGC Tree Team on 12th October regarding another matter, but he would raise this matter with them. The Town Clerk was asked to contact the SGC Tree Team to flag up this piece of land with them as well.

Councillor Tom Aditya commented that any existing covenants on the land would need to be checked. He also invited the residents to attend the next Community Engagement Forum where they could raise this matter.

Councillor John Bradbury mentioned that, whilst the Town Council will be consulted on any planning application submitted, ultimately, SGC will make the final decision.

The Chair thanked the group of residents for attending.

1.3 Councillor Tom Aditya thanked the Town Council for their support with the Bristol Multi-Faith Forum, Science Workshops which have recently started at Baileys Court Activity Centre. They have been very popular and all spaces for the forthcoming sessions have now been filled.

1.4 Councillor Tom Aditya informed the meeting that the Bristol Multi-Faith Forum, Faith Trail is taking place again this year. The date for diaries is on 19th November 2023. He invited those present to join the event.

*The meeting was adjourned at this point to enable a group photo of all councillors to be taken.*

*Councillor Jon Williams left at this point in the meeting*

*The meeting was then reconvened*

**2 Apologies for absence**

Apologies were received from Councillors Dave Addison, Roger Avenin and Brian Mead.

**3 Applications for Dispensations by Councillors**

None

**4 Declarations of Interest**

None

**5 Announcements by the Chair**

The Chair explained that whilst he had been on holiday, the Deputy Mayor had been involved in a number of civic duties over the past weeks including attending the Macmillan Coffee Morning and the SG Dementia Care Centre 1st birthday celebration.

**6 Minutes of Previous Meetings**

Minutes of meeting held on 20th September 2023 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Kulwinder Singh Sappal and carried unanimously with the following minor amendments.

*7.5 Quotes to organise the 2024 Community Festival –* working group member should read Jenny James not Jenny Lames.

*12.1 Quotes for renewal of BSTC telecommunication systems* – figures need amending as per below (councillors have been made aware)

**Option 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | BW | JC | OF Q2 | BC | Training/ one off charges | Contract term  (Months) | Per Month | Total per year | Total value |
| Mainstream (Current Supplier) | INC | INC | £185 (One off) | INC | £350 | 36 | ~~£171~~ £238 | ~~£2,052~~ £2,856 | ~~£6,691~~ £9,103 |

The minutes were then signed by the Chair as a correct record.

**7 Matters arising from the Minutes of 20th September 2023**

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

The thematic analysis has been completed by Councillor Natalie Field. The narrative and graphs will now be compiled and brought to the next Full Council meeting on 15th November 2023.

*As there was a representative from an external organisation present, Councillor Ben Randles proposed that agenda item 12.2 be discussed next on the agenda, seconded by Councillor Tom Aditya, carried unanimously.*

**12.2 Update from Severn Wye, Warm & Well – Home upgrade grant**

The Chair invited Helen Curley, Project Manager at Severn Wye to address the meeting.

Documentation regarding the scheme has been circulated to the meeting. Helen then talked through the salient points. Councillors asked questions regarding specific areas being targeted in Bradley Stoke and confirmed that there would be no cost to residents as opposed to other schemes where there are upfront costs charged to residents. Helen confirmed that there are no costs to the residents involved and she would look into the areas in Bradley Stoke and let councillors know.

The Town Clerk commented that posters are displayed in our noticeboards round the town and also information on our website. We can help to further publicise the scheme through our Community Warm Spaces when they restart in November 2023.

The Chair thanked Helen for attending the meeting and speaking to councillors.

*As there was a member of the public present, Councillor Tom Aditya proposed that agenda item 12.4 be discussed next on the agenda, seconded by Councillor Natalie Field, carried unanimously.*

**12.4 Woodland Garden Community consultation**

Documentation regarding the consultation has been circulated.

Much discussion took place with councillors raising the following concerns:

* + - Discussions need to be had between the developer and unitary authority regarding adequate NHS and other health services provision as part of any planning process. Environmental, Equalities and Health impact reports need to be carried out.
    - Linked to the new SGC Local Plan, there is currently a ‘Call For Sites’ out and this area has been identified as a possible site.
    - There is a strong move in SGC to maintain greenbelt land. Greenbelt land should not used in preference to brownfield sites merely on a cost basis. A lot of money is spent to create biodiversity areas and so, to wipe out green areas is not value for money or the correct way forward.
    - Inadequate public transport provision and likelihood of increased emissions, pollution and noise from traffic using the development
    - No denying that new housing is needed, but this needs to be balanced against maintaining green areas and open spaces with access to sport facilities.
    - Badly designed with only one entrance in and out of the site which potentially will have a huge knock-on effect with traffic throughout Bradley Stoke. The town already suffers from significant traffic on occasions, particularly if there are issues on the surrounding motorways.
    - The Town Council needs to publicise the consultation on their website to get the message out to the community and councillors and local residents are encouraged to complete this initial consultation
    - Councillors have been campaigning against a development in this location for many years.

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

Following on from the visit by representatives from First Bus at the September Full Council meeting, they have sent through the following update:

*Additional training/buddy driver has been arranged for the next two weeks, hopefully this should solve the training issue.*

*Communications have gone out to all Hengrove depot staff to remind them to turn off engines when at layover points.*

The Town Clerk commented that a couple of random 73 buses have been spotted off-route recently, one in the Jubilee Centre car park and the other driving along Savages Wood Road outside the Jubilee Centre.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the SGC Section 106 grant funding applied for, has been granted which means that we can now progress to adding the tender documentation to the Contracts Finder website. Councillor Tom Aditya thanked officers for their hard work in getting to this point.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the SGC Section 106 grant funding applied for, has been granted. In the interim, the focus will be on the provision of the leisure equipment project. Timescale for the basketball hoops project will be established.

**7.5 Update on storage building at Brook Way Activity Centre**

Ongoing project

**7.6 Update on West of England Combined Authority – WestLocal bus initiative**

The following email was sent to local parish and town councils:

*Bradley Stoke Town Council is considering applying for the WECA grant funding as part of the West Local transport initiative. The email below which was sent out by SGC to all parish and town councils a few months ago:*

*We are emailing you to draw your attention to a funding opportunity recently announced by the West of England Combined Authority (WECA):* [*WESTlocal - West of England Combined Authority (westofengland-ca.gov.uk)*](https://www.westofengland-ca.gov.uk/what-we-do/transport/westlocal/)

*In essence the fund is looking to support community designed and operated public transport solutions. WECA have allocated £2m to the fund and the deadline for funding applications is April 2024. However funding will be allocated on a “first come, first served” basis. We are keen to improve the chances of success for South Gloucestershire applicants and the Council will support local groups / organisations by providing some specialist advice from a transport consultant.*

*Interested parties can submit their expression of Interest via the following link -* [*EoI\_WESTlocal*](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=yMHJPgLkaEmP9KEN614Ek9LJ146WYVtDnGA-XbiZbAJURUM1U1NJOFdJMEdYWkwwNjNSRDdHOTBFSC4u)*, at this stage in the process the form is only 12 questions and should be relatively straightforward to complete. If you think you would benefit from some consultant support please reply to this email. Also feel free to forward on to any other groups / organisations that you think may be interested.*

*We are looking at the provision of a local bus service which would go around the Stokes and surrounding areas and would be a direct link to Southmead Hospital. However, the town council does not have the capacity or resources to run the scheme so we would need a buy-in/commitment from the surrounding parish and town councils to be actively involved. We are also going to speak to Four Towns Transport. I’ve attached the officers report which went to our Full Council meeting last week.*

*We appreciate that you will need to speak to councillors or take to a council meeting for discussion/decision, so we look forward to hearing from you with regard to this approach in due course.*

**Parish/Town Councils responses**

* + - **Charlton Hayes Parish Council** – information passed to councillors
    - **Filton Town Council** – no response currently
    - **Patchway Town Council** - The Parks, Open Spaces, Planning & Transport Committee discussed this on Tuesday evening. It was resolved that PTC supports exploring a proposal, and proposed a working group could be set up with up to two Councillors nominated from each Town/Parish Council in the ‘cluster’. It was also suggested that the working group would then engage with Four Towns & Vale Community Transport as an experienced provider, and with WECA.
    - **Stoke Lodge & The Common Parish Council** – no response currently
    - **Stoke Gifford Parish Council** – keen to be involved, but would need a buy-in from community transport provider
    - **Stoke Park and Cheswick Parish Council** - Regarding our conversation relating to the provision of a local bus service which would navigate around the Stokes and surrounding areas creating a direct link to Southmead Hospital. I am writing as requested to inform you that there is interest from the Councillors at Stoke Park and Cheswick to potentially become involved in any scheme which may arise. Thank you for taking the lead on this.

Bradley Stoke Town Councillors noted the positive responses from the surrounding parishes.

**Local Community Transport provider**

The local community transport provider (Four Towns Transport) has been approached and having sent the following reply:

*I have looked at your requirements and I have to be honest and say that at the moment, we could not assist you. We are suffering a high level of driver absence and even a large number our volunteer drivers have melted away due to COVID. We are actively trying to find more drivers but, so is every other bus provider in the country! Therefore, we are trying to help as many members as possible with our ring and ride service. We are covering a huge increase in medical related journeys and struggle to maintain special needs school transport as we have no further capacity. If our situation changes, I will come back to you.*

Following discussion, Councillor Tom Aditya proposed that, following on from the local Community Transport Provider not having the necessary resources to be able to be any part of the scheme, the Town Council is not in a position to progress this idea any further (as they do not have the resources, capacity or expertise to undertake this), seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

**7.7 Ongoing projects**

**7.7.1 Graffiti around Bradley Stoke**

The following email has been sent to SGC StreetCare department:

*Bradley Stoke Town Council are keen to reduce the amount of graffiti in the town and a part of this goal was the introduction of a town council budget to enable Bradley Stoke residents to have graffiti removed from their buildings/walls etc. by South Gloucestershire Council at no cost to the resident. This initiative appears to be working well and the Town Council are now focusing on the more public areas around the town.*

*Councillors are keen to find out if there is anything that South Gloucestershire Council can do with regard to fencing off the areas under the bridges in the town because as soon as your team paint over the graffiti, fresh graffiti immediately arrives and this is surely not cost-effective for South Gloucestershire Council. The main bridges which cause concern are Primrose Bridge which crosses Bradley Stoke Way and also underneath the road bridge which goes across the Three Brooks Nature Reserve.*

*We look forward to hearing any ideas or suggestions you may have.*

SGC Streetcare have responded that they have received our email and will reply in more detail once they are fully back in the office after their training course.

A graffiti removal advert has also been included in the recent edition of Bradley Stoke Matters Magazine and we will be including an article in the forthcoming Town Council newsletter.

**7.7.2 Installation of secure cycle storage containers for all town council sites**

South Gloucestershire Council have recommended a number of companies to approach for quotes to install secure cycle parking at our sites. We have also applied for £1,000 Active Travel Grant funding from SGC. We have contacted Sustrans for advice but currently have had no response. Councillor Natalie Field commented that she had spoken to Sustrans at a recent conference and they recommend using Cyclehoops (which is one company who quoted)

The three quotes received are:

**Cyclehoops**

Bikehangar V4 (green) 6-space - £4200/unit (5-6 weeks lead time)

Delivery and Installation to Bradley Stoke for 1qty BH - £950 (Currently booking installations for late October)

Prices exclude VAT. Price breaks are available for larger quantities

**Cyclepods**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qty** | **Code** | **Description** | **Price Each** | **Line Total** | **Line VAT** |
| 3 | BH 6 S EU | Bike Hangar 6 Space RAL6005 Moss Green Standard with Euro Lock | 6,250.00 | 18,750.00 | 3,750.00 |
| 1 | CYCLEPODS INSTALLATION | Cyclepods Installation | 2,200.00 | 2,200.00 | 440.00 |
|  |  |  |  | **Goods Net:** | 20,950.00 |
|  |  |  |  | **Delivery:** | 0.00 |
|  |  |  |  | **Order Net:** | 20,950.00 |
|  |  |  |  | **VAT:** | 4,190.00 |
|  |  |  |  | **Total:** | 25,140.00 |

**Falco**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit Price** | **Net Amount** |
|  | 3M FALCOQUARTER CYCLE SHELTER |  |  |  |
|  | TO ACCOMMODATE 6NR CYCLES |  |  |  |
| 78.309.050UK | Falco Quarter shelter, starter section, | 1 | 1,822.00 | 1,822.00 |
|  | length 3,000mm, with polycarbonate roof |  |  |  |
|  | sheets. End frames to accept floating feet |  |  |  |
| 78.449.052UK | Falco Quarter shelter, end wall in 4mm | 2 | 279.00 | 558.00 |
|  | clear polycarbonate |  |  |  |
| 01.245.103 | Falco Toaster, 3 stands c.t.c. 750mm, | 1 | 413.00 | 413.00 |
|  | length 2250mm |  |  |  |
|  | INSTALLATION & DELIVERY |  |  |  |
| INSTALLPROJEC | Standard installation, includes all | 1 | 975.00 | 975.00 |
|  | parts/consumables and labour, (note all |  |  |  |
|  | shelters are designed to be bolted to a |  |  |  |
|  | water level grade C35 concrete base or |  |  |  |
|  | similar). Based upon one continuous visit. |  |  |  |
|  | Any subsequent visits due to sites not being ready will be chargeable |  |  |  |
| DEL1 | Delivery made within standard working | 1 | 359.00 | 359.00 |
|  | hours and not timed. This includes FORS |  |  |  |
|  | bronze |  | Net: | 4,127.00 |
|  |  |  | VAT: | 825.40 |
|  |  |  | Total: | 4,952.40 |

*I have priced for 1nr unit to give you an idea on costs. If the locations are close, I can look to amend the install / delivery costings to do everything as one continuous visit.*

Following discussion, Councillor Natalie Field proposed the purchase of one set of 6 Cyclehoops Bikehangar V4 (green) at a cost of £5,150 + VAT to be installed at the Jubilee Centre, nominal code N/C3019 (Street Furniture and Christmas lights budget), seconded by Councillor James Nelson, carried unanimously.

West of England Cycle Hangar project has been launched and asks residents to identify locations for secure cycle parking to be installed on roads across South Gloucestershire. Councillors were encouraged to send in responses to the initiative.

**7.7.3 Refurbishment/Redevelopment of Baileys Court Activity Centre**

Following discussion, Councillor Kulwinder Singh Sappal proposed setting up a working group to take this project forward with the following councillors being involved:

John Bradbury Natalie Field Jenny James

Dayley Lawrence Ben Randles Kulwinder Singh Sappal

Jon Williams

Proposal seconded by Councillor John Bradbury, carried unanimously.

**7.7.4 Speeding/use as a cut-through on Hawkins Crescent/Three Brooks Lane**

Ongoing project

**7.7.5 Creation of multi-media room which can be hired out and used for council/committee meetings**

Ongoing project

**7.7.5.1 Meeting Room**

The current meeting room in the town council office doubles as a youth work room. Councillors are keen to return the meeting room to its original purpose and create a space for confidential meetings, combined with media equipment to enable small council committee meetings to be live-streamed.

The Town Clerk informed the meeting that the youth work team do need a confidential space where they can meet with young people. Graham Baker, Youth Development & Participation Worker also explained that there is no dedicated, confidential youth space available and the team also struggles with storage space for their equipment and resources. Councillors acknowledged that there is a need for dedicated youth space and suggested that the Apple Room at Baileys Court Activity Centre may be suitable.

Following discussion, Councillor Kulwinder Singh Sappal proposed that the meeting room at the Town Council office becomes the multi-media room for council committee meetings and a separate youth space is also identified, seconded by Councillor John Bradbury, carried unanimously.

**7.7.6 Provision of small kitchen area adjacent to compound at Jubilee Centre**

Ongoing project

**8 To receive the Minutes of the Finance Committee held on 27th September 2023, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Finance Committee meeting held on 27th September 2023 were received.

**9 To receive the Minutes of the Planning & Environment Committee held on 27th September 2023 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Planning & Environment Committee meetings held on 27th September 2023 were received.

**10 Updates from South Gloucestershire Council (SGC) Ward Members relevant to Bradley Stoke and Bradley Stoke Town Council Press Spokesperson**

* Councillor John Bradbury – S106 funding granted
* Councillor Terri Cullen – negative feedback has been received regarding SGC proposals on collection/cost of black/green bins
* Councillor Ben Randles – consultation document from SGC regarding waste disposal is rather bizarre (will be added to next Full Council meeting for discussion) + residents concerned regarding speeding issues in Bradley Stoke + recent WECA Scrutiny meeting was inquorate + weeds in gutters around the town (has been added to Finance committee meeting agenda for 25.10.23)
* SG Ward Councillor Franklin Owusu-Antwi – Woodlands Community Village consultation + speeding in Bradley Stoke
* Press Spokespersons – recent press releases on youth work in Bradley Stoke + scarecrow trail + opening of Claire’s store + Wheatfest

**11 Financial Matters**

**11.1 2022-2023 External Audit Sign-off**

Rachel Pullen, RFO/Finance Manager presented the following report:

**The 2022/23 external audit sign-off has now been received with no matters of concern raised or comments for further consideration that did not affect the external auditor’s opinion, as detailed within Section 3 of the AGAR which has been circulated.**

BDO LLP, our external auditors did, however, comment that the internal auditor did not correctly cover Internal Control Objective L which is detailed on page 3 of the Annual Return. This objective last year referred to ‘best practice ‘guidance to adhere to the Transparency Code 2015 rather than an audit requirement and therefore the internal auditor marked this item as not being covered.

Following further investigation and after referring the matter back to the internal auditor, ALCA and BDO LLP, it was confirmed that future audits will require review to ensure the following documentation is publicised on the council website and this review is then acknowledged under item L of the Internal Audit Report.

1. Meeting Minutes
2. Notice of Public Rights
3. Previous Years AGAR – Sections 1 & 2
4. Statement of Accounts ‘unaudited’
5. External Auditors Review

The internal auditor did respond to confirm the above items were checked at the mid-year review and no recommendations were raised in respect of missing or incomplete information. Their work programmes will also be adjusted for future audits following this latest clarification.

The external auditor also advised that further guidance in relation to Box L will be published in due course alongside the Annual Return for 2023/24.

BDO LLP signed off the 2022/23 audit on 12th September 2023 and the formal sign off, was added to our website on the 27th September 2023 in order to comply with the regulatory deadline being before the 30th September. Copies were also added to the council notice boards on the 28th September.

Following discussion, Councillor Dayley Lawrence proposed a vote of thanks to everyone involved in achieving another clean external audit for 2022/23, seconded by Councillor Terri Cullen, carried unanimously.

**Optional Council's Response to the 2022/23 Audit**

In addition, Council has historically added a comment to the website following each audit sign off and may wish to consider the following statement:

*Council is pleased to announce the formal sign-off of the 2022/23 audit by BDO LLP, the appointed external auditors, who have once again given council a clean bill of health for the fourteenth year running, with no procedural or accounting issues raised. This year's audit was also clear of any other minor matters highlighted by the auditor for council to consider although a minor matter was raised for the internal auditor following recent changes to the internal control objectives in respect of the publication of required documentation on the council website. This has been clarified for future internal audit reports and the internal auditor confirmed that all required documentation has been clearly published on the council website for a number of years and was checked at the internal mid- year review.*

*Council continues to be as transparent as possible and to implement robust financial systems and procedures to protect the public funds, ensure value for money, protect and even expand services where possible for the community. Careful budgeting, monitoring and in-depth forward planning is a major part of council’s responsibilities, and this audit continues to substantiate that council has maintained the highest governance standards.*

Councillor Dayley Lawrence then proposed that the Council’s Response to the 2022/23 Audit be as per wording above, seconded by Councillor Ben Randles, carried unanimously.

*In light of the fact that it was 9.00pm, in line with Standing Order 1.8, Councillor Natalie Field proposed extending the end of the meeting until 9.30pm, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.*

**11.2 Quotes to carry out 5 year Tree Survey at all Town Council sites**

The last tree surveys on all our Activity Centre sites were carried out in 2018 and are required to be carried out every five years.

Work brief:

- to carry out a tree condition survey at three BSTC sites.

- report any structural defects to any trees.

- make recommendations as to future maintenance of the trees and to give cost estimate of work.

Three specialist contractors were invited to quote:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company** | **Jubilee Centre** | **Baileys Court Activity Centre** | **Brook Way Activity Centre** | **Total Cost (exc. VAT)** | **Information** |
| Lawrence Tree Services | £850.00 | £450.00 | £450.00 | £1,750.00 | Information collected during the Tree Survey will be as follows:   * Designated tree number * Tree species * Tree height * Branch spread (N, S, E and W) * Crown clearance (height of periphery of crown spread above ground level) * Age class * Structural condition * Physiological condition * Observations (observations noted during tree inspection) * Management recommendations * Priority of works * Re-inspection frequency * Information collected regarding individual trees will be presented in a Tree Schedule Table. Management recommendations will be made in accordance with BS3998: 2010 ‘Tree Work, Recommendations’ * Trees will be sequentially numbered for identification. These numbers will correspond with Tree Schedule Table and Tree Location Plan. * Prior to undertaking the site survey, it would be helpful to have the topographical survey or site plan in pdf and in dwg format for presentation of the Tree Location Plan. * For attending any necessary meetings with local authority officers and/or other stakeholder -  hourly consultancy rate would be £75.00 per hour plus travel expenses. For producing any additional written material that may be required I would be pleased to provide a separate fee proposal. |
| Midland Forestry | £760.00 | £760.00 | £760.00 | £2,280.00 | This will include the following:   1. Principle attributes (species, height & maturity). 2. Physiological condition. 3. Structural condition and notes to include the structural integrity of the tree based on visual tree assessment, including damage, decay fungi, pests, etc. as appropriate, plus other pertinent observations. 4. THREATS Risk assessment. 5. Management recommendations appropriate to the findings from the above. 6. Timescale for intervention 7. Work type (Hazard, Nuisance or Visual/ amenity/ Formative) |
| **Company** | **Jubilee Centre** | **Baileys Court Activity Centre** | **Brook Way Activity Centre** | **Total Cost (exc. VAT)** | **Information** |
| Wotton Tree Consultancy | £400.00 | £400.00 | £400.00 | £1,200.00 | This will comprise of the following:   1. All trees within curtilage of site to be recorded. 2. Identification of defects and diseases noted at time of inspection. 3. Detailed risk assessment of prominent trees with obvious defects in high target areas using VALID Tree Risk Assessment. 4. Recommended tree works to reduce any risk posed by the trees to an acceptable level as defined by the HSE. 5. Tree management plan to encompass both present and future management. 6. Tree location plan. |

Following discussion, Councillor Dayley Lawrence proposed acceptance of the quote of £400.00 + VAT per site from Wotton Tree Consultancy to carry out tree surveys of all three sites (total cost of £1,200.00 + VAT), seconded by Councillor Jenny James, carried unanimously.

**11.3 Timetable For 2024/25 Budget Setting**

Rachel Pullen, RFO/Finance Manager presented the following report:

**OCTOBER Finance Meeting – 25/10/23**

1. To provide/consider any additional items to be included within the budget in addition to information already provided from The Business Plan and Strategic Planning meeting.

The RFO will then calculate an initial 1st budget draft, incorporating any information already agreed and any additional items provided by October Finance to be presented to November Council.

The RFO will work with The Chair of Council and Finance who will both receive the future draft budgets in advance of the meeting for initial agreement and further direction as necessary.

…………………………………………………………………………………………

**NOVEMBER Council Meeting – 15/11/23**

**The 1st budget draft** will be included within the agenda paperwork and Councillors are advised to study this draft in advance of the meeting. Please refer to the nominal code (stated on the left-hand side of the report) as a reference when discussing a particular budget

1. RFO will issue a 1st budget draft for consideration with any new exceptional items highlighted for discussion.
2. Council will consider the 1st draft and precept level and direct any amendments in readiness for the 2nd draft

The RFO will calculate the 2nd budget draft incorporating any information provided by November Council to be presented to December Finance and will again work with the Chair of Council and Finance ahead of the next meeting.

**DECEMBER Finance Meeting – 20/12/23**

**The 2nd budget draft** will be included within the agenda paperwork and Councillors are advised to study this draft in advance of the meeting. Please refer to the nominal code (stated on the left hand side of the report) as a reference when discussing a particular budget

1. RFO will issue a 2nd budget draft for consideration with any new exceptional items highlighted.

2. Council will consider the 2nd draft and precept level and direct any amendments in readiness for the final draft in January.

**December Finance will be the final chance to make any major amendments and it is hoped that Sth. Glos. Council will have issued tax base figures etc at this point although these may not be available until mid-January 2024.**

……………………………………………………………………………………

**JANUARY Council Meeting– 17/01/24**

**The final budget draft** will be included within the agenda paperwork and Councillors are advised to study this draft in advance of the meeting. Please refer to the nominal code (stated on the left hand side of the report) as a reference when discussing a particular budget

1. RFO will issue the final budget for adoption as approved figures need to be

lodged in early February. This will be the last meeting to make any changes.

**The finalised precept figures will be sent to South Gloucestershire Council in early February.**

Following discussion, Councillor Ben Randles proposed acceptance of the timetable for 2024/25 budget setting as detailed above, seconded by Councillor Natalie Field, carried unanimously.

**11.4 To agree funding for 2024/25 Citizens Advice Bureau – Bradley Stoke branch**

Rachel Pullen, RFO/Finance Manager presented the following report:

Citizens Advice Bureau currently operate at The Jubilee Centre every Wednesday between 9am – 1pm and are careful to only see Bradley Stoke residents by referencing post codes. Non-Bradley Stoke residents are redirected to other surgeries or offices.

A breakdown of the current 2023/24 funding and the requested funding for 2024/25 is detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YEAR** | | **Increase** | |
| **SECTOR** | **2023/24 Approved** | **2024/25 Requested** | **Difference** | **%** |
| Staff costs including NI, pensions etc | £11,508 | £12,658 | £1,150 | 10% |
| Staff and volunteer travel | £900 | £990 | £90 | 10% |
| Training & reference materials | £500 | £550 | £50 | 10% |
| Insurance | £298 | £328 | £30 | 10% |
| IT & Office equipment | £920 | £1,012 | £92 | 10% |
| Office overheads & running costs | £1,606 | £1,766 | £160 | 10% |
| Governance costs | £102 | £112 | £10 | 10% |
| **Total Funding** | **£15,834** | **£17,416** | **£1,582** | **10%** |

A projected budget of £16,309 had already been applied within the 5 year Forward Budget Plan (N/C 5079) for 2024/25. A shortfall of £1,107 against the requested funding.

The full report in respect of the service provided within Bradley Stoke for 2022/23 has been circulated which clearly shows the value for money as a financial outcome of £88,200 was achieved for Bradley Stoke residents against the town council funding of £15,524 which equates to a service return of 568% with gains in Benefit Payments being the highest. The financial outcome was £46,555 for 2021/22.

The sessions are always well attended and although the percentage increase is higher than previous years, most is linked to staffing costs which have increased across the board for most employers.

Following discussion, Councillor Ben Randles proposed awarding funding of £17,416 to Citizen’s Advice Bureau, Bradley Stoke branch for 2024/2025, seconded by Councillor Dayley Lawrence, carried unanimously.

**11.5 Replacement of broken boiler in new build at Baileys Court Activity Centre**

We have a broken boiler in the new build at Baileys Court Activity Centre. We have spoken to our property maintenance company (A1 Property Maintenance) who have, in turn, spoken to the boiler manufacturer and to supply parts plus labour costs to repair our existing old boiler, would not be cost-effective and it would be economically beneficial to simply replace the boiler.

We are currently in the process of seeking three quotes to replace the boiler, however, in light of the fact that the temperature has suddenly dropped, we are concerned that some of our rooms will become cold and we do need to act urgently.

The broken boiler serves the Elm Room (where pre-school and afterschool club operate), Cherry Room and Apple Room.

We have so far obtained two quotes to replace the boiler (see below):

A1 Property Maintenance – unable to carry out work for two weeks

* Remove existing boiler and flue installation
* Supply and fit Worcester Bosch 30kw heat only boiler. This includes new flue system, wireless thermostat and magnetic filter to protect the boiler.
* The Boiler will come with a 10 year manufacturer guarantee.
* Once installed the boiler will be commissioned and the system will be flushed with a cleaning agent and then left with an inhibitor to protect the system.
* We recommend going with a Worcester boiler, as most of the other boilers are now Worcester and they have proved easiest to maintain/get replacement parts from when required.

Total cost £4,100+VAT

S Newman Plumbing & Heating – able to carry out work urgently

* Remove existing boiler installation
* Install new 30kw Worcester Bosch Regular Boiler, wireless room thermostat and magnetic heating filter with 10 years manufacturer guarantee.
* Flush heating pipework with cleaner and dose with inhibitor

Total cost £4,650

Budget

There is currently £15,848.04 in the Baileys Court Activity Centre repair & maintenance budget (N/C8041) and £144,184 in the All Sites Refurbishment Budget (N/C3012)

Officer recommendation

In light of the need to act quickly, for the good of our hirers, council accept one of the two quotes already submitted to enable the work to be done as soon as possible before winter sets in.

Following much discussion, Councillor John Bradbury proposed that the quote of £4,650 from S Newman Plumbing and Heating be accepted, whilst not being the cheapest quote, they can carry out the work as a matter of urgency, seconded by Councillor Terri Cullen. A vote was taken, 6 in favour, 5 against, proposal carried.

**12 To deal with Miscellaneous Matters**

**12.1 SGC Greening the High Street grant funding**

Information circulated on the SGC Greening the High Street grant funding scheme designed for main high streets in South Gloucestershire.

Councillors noted the information.

**12.2 Update from Severn Wye, Warm & Well – Home upgrade grant**

Covered earlier on the agenda

**12.3 SGC – Polling Districts & Polling Places Review 2023**

Information circulated on the SGC Polling Districts & Polling Places Review 2023. Councillors noted the information and were encouraged to respond to the consultation as individuals and to encourage local residents to respond too. The Town Clerk explained that the consultation is advertised on our noticeboards and website.

Councillor Tom Aditya mentioned that it is quite confusing for local residents in Champs Sur Marne at election time as the estate is not all situated in one election ward.

**12.4 Woodland Garden Community consultation**

Covered earlier on the agenda

### 13 To confirm the dates of forthcoming meetings

13.1 16 October Leisure, Youth & Amenities

13.2 25 October Finance

13.3 25 October Planning & Environment

13.4 30 October Staffing Committee

13.5 15 November Full Council

The Meeting closed at 9.20pm