### 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 14th February 2024 at 7.00pm.

**PRESENT:** Councillors: Dave Addison

Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Natalie Field

Jenny James

Dayley Lawrence (Chair)

Brian Mead

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

Also present: Councillor Franklin Owusu-Antwi (SG Ward Councillor – Bradley Stoke North)

PC Ben Jones-Hill (Avon & Somerset Constabulary – Bradley Stoke Beat team)

PC Mark Blackledge (Avon & Somerset Constabulary – Thornbury Beat team)

**1 Submissions from the Public and Councillors**

* 1. Councillor Natalie Field raised concerns about the increase in knife crime across the area. Good to see that the police are funding bleed kits and the Town Council are in discussion with police regarding extra kits for the town. It would be good to include a piece of work about prevention of knife crime within the scope report on youth provision across whole of Bradley Stoke (which will be presented to Leisure, Youth & Amenities Committee in due course).
  2. Councillor Roger Avenin mentioned that he hoped the Welsh Flag would be flown on St David’s Day. Officers commented that this was included in the Town Council Flag Flying Policy & protocol which was being reviewed later in the meeting.
  3. Councillor Tom Aditya thanked the councillors and officers for flying the Indian Flag on the recent Indian Republic Day. The event was well attended with 100+ people and guest of honour, Mark Shelford (Avon & Somerset Police & Crime Commissioner).
  4. Councillor Tom Aditya raised concerns that residents find it difficult to access GP appointments at Bradley Stoke surgery through the online system. The Chair suggested that Councillor Aditya (in conjunction with the Bradley Stoke North, South Gloucestershire ward councillors) speak to the Practice Manager at the surgery.
  5. A local resident commented that it would be good if the council could consider installing fitness equipment in the town. The Chair said that this is a work in progress with fitness equipment and running track being installed on the Jubilee Green once the current planning application has been determined by South Gloucestershire Council (SGC).
  6. A local resident commented that there are not enough coffee places locally. In the cities there are coffee street traders in parks and on streets. The Chair explained that street trading consents fall within the remit of SGC. Councillors also commented that there are several in parks in surrounding areas. The Chair thanked the resident for speaking in the meeting.

**2 Apologies for absence**

Apologies were received from Councillor Terri Cullen

**3 Applications for Dispensations by Councillors**

None

**4 Declarations of Interest**

Councillor Roger Avenin asked for Member of RSPCA to be added to his register of interests

**5 Announcements by the Chair**

The Chair explained that he was interviewed again on Bradley Stoke Radio recently and he also attended their open day which was very well attended.

**6 Minutes of Previous Meetings**

Minutes of meeting held on 17th January 2024 were proposed for acceptance by Councillor Kulwinder Singh Sappal, seconded by Councillor Jon Williams and carried unanimously.

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

As there were two representatives from Avon & Somerset Constabulary present at the meeting, the Chair invited them to address those present at this point in the meeting.

PCs Ben Jones-Hill and Mark Blackledge introduced themselves and circulated their report (See Appendix A). A question and answer session then followed:

Q. Parking outside schools is absolutely horrendous. What can be done to minimise the impact on residents who live adjacent to schools?

A. Needs to be a joined up approach between the police and SGC Parking Enforcement. Police will be visiting schools to reinforce considerate parking.

Q. What is the staff morale like following the recent Channel 4 documentary series ‘To Catch a Copper’ and also following the proposed rise in the police portion of the Council Tax planned for 2024/25? The series appeared to give a good insight into the role of the police and some of the situations they encounter on a regular basis.

A. There has been a mixed reaction amongst staff to the series and also to the proposed increase in funding through the Council Tax.

Q. Does the PCSO recruitment reflect the percentages of females who live in the area as there are always ongoing issues that affect women and it would be good to have reassurance that the balance of staff is achieved? It would be good if the police could have an information table at the forthcoming International Women’s Day (IWD) event with the focus being on women.

A. PCSO recruitment is on hold until 2025 but there are quite a lot of female PCSOs in South Gloucestershire. The suggestion to ensure a good balance will be fed back to police senior management team. We will also look into an information table at the IWD event.

Q. What is the structure of the Bradley Stoke Police Beat team?

A. One Sergeant, one police constable and three police community support officers (PCSOs)

Q. It would be good to increase the CCTV coverage on public highways (especially the cut-through from Savages Wood Road to Braydon Avenue). Is this likely?

A. The police would be happy for this to go ahead but this is not within the control of the police. It would need to be instigated by SGC.

Q. What does the County Lines education in schools consist of?

A. Police lesson plans and structured programmes.

Q. Why are there so many police people whose role seems to be only to catch people speeding?

A. It is normally civilian police staff who carry out speed checks.

Q. There does not appear to be much interaction between the three active Neighbourhood Watch groups in the area and the local police.

A. Acknowledged that this is not something that the police have actively focused on over the years, but worth improving contacts as Neighbourhood Watch is a valuable resource.

Q. Ongoing complaints regarding speeding vehicles on Bradley Stoke Way, Bowsland Way, Woodlands Lane and Trench Lane.

A. This has been raised with SGC traffic department but not sure of progress. Councillor Franklin Owusu-Antwi commented that both he and the other Bradley Stoke North SG ward councillor, Terri Cullen, have raised speeding in these areas with the SGC Assess & Decide Engineering Team who are looking into these issues.

Councillors thanked the police for attending the meeting and felt that discussions had been worthwhile. Councillors also commented that it would be appropriate to send a letter to senior officers in Avon & Somerset Constabulary to raise specific concerns.

**7 Matters arising from the Minutes of 17th January 2024**

**7.1 Update on installation of Leisure Equipment on the Jubilee Green**

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the planning application has now been submitted to SGC Planning Department and the Section 106 update forms have also been returned to SGC.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that this is ongoing – waiting for gym equipment to be installed first.

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that the planning application for the permission for installation of containers will be submitted to SGC Planning Department shortly.

**7.4 Ongoing projects**

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

Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting he had emailed Bradley Stoke Cricket Club to find out about potential ECB funding and is awaiting a response.

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

Ongoing project – several councillors have offered to assist officers with the local consultation process. Councillor John Bradbury commented that he has emailed SGC to see what they can do to assist with this issue and is awaiting a response.

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

Meeting room to be cleared by end of February 2024 and room to then be trialled for council committee meetings. Quotes being obtained for multi-media equipment for the room.

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

Ongoing project. We will need a robust storage container sited at the Jubilee Centre for youth work equipment etc. Officers to price up a container – if small dimensions it should not need planning permission.

**7.5 Provision of extra Christmas lights on roundabouts in Bradley Stoke and Christmas tree at Jubilee centre**

Following discussion, Councillor Natalie Field proposed that a decision on this is deferred until costings have been obtained for a planted tree at the Jubilee Centre, seconded by Councillor John Bradbury. A vote was taken, 13 in favour, 1 abstention, proposal carried.

**8 To receive the Minutes of the Finance Committee held on 24th January 2024 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Finance Committee meetings held on 24th January 2024 were received.

**9 To receive the Minutes of the Planning & Environment Committee held on 24th January 2024 and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Planning & Environment Committee meeting held on 24th January 2024 were received.

**10 To receive the Minutes of the Staffing Committee held on 22nd January 2024, and to deal with matters referred to Council not covered elsewhere on the Agenda**

The Minutes of the Staffing Committee meeting held on 22nd January 2024 were received.

**10.1 Review of Long Service Award Policy**

Extract from Staffing Committee minutes – 22nd January 2024

***7.1.2 Staff Long Service Awards***

*Four members of staff are due 20 year long-service awards and another member of staff will become eligible in April.*

*Following discussion, Councillor Ben Randles proposed that Full Council review the long-service awards policy with a view to changing the date of presentation to Annual Town Council Meeting in May and the possible addition of some form of long-service pin (in addition to a certificate), seconded by Councillor Jenny James, carried unanimously.*

Extracts from current Long Service Award Policy with proposed amendments in grey:

2.1 Employees will be invited to attend the ~~Full~~ Annual Town Council meeting in ~~January~~ May to be presented with their award.

3.1 The Award comes in the form of a Long Service certificate and commemorative pin badge

# Following discussion, Councillor Natalie Field proposed amendments to Long Service Award policy as detailed above, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 13 in favour, 1 abstention, proposal carried.

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

* Councillor Franklin Owusu-Antwi – Investigating speeding issues on Bradley Stoke Way, Woodlands Lane & Trench Lane + Notification of a Fun Run on Three Brooks Nature Reserve + Face-to-face SGC Community Engagement Forum at Jubilee Centre on 11th March 2024.
* Councillor John Bradbury – Emailed Environment Agency about recent diesel oil spill which affected Three Brooks Nature Reserve + Approached by a resident asking about a noise camera for speeding traffic so have asked SGC if this is possible + Revised planning application for development of land on Bradley Stoke Way – cannot comment on these plans as is part of SGC Development Management committee.
* Councillor Ben Randles – been in contact with Environment Agency (EA) regarding diesel spill and a comprehensive response from the EA (addressing both this and previous pollution incidents) has been forwarded by Three Brooks Nature Conservation Group + Developer linked to the development on land on Bradley Stoke Way has been encouraged to attend the forthcoming BSTC Planning & Environment committee meeting to give an update on the application.
* Councillor Dave Addison – seen evidence that rental prices are rising in Bradley Stoke and are starting to approach unaffordability levels for some residents.
* Press spokesperson – regular column in Bradley Stoke Voice + Press release re. Community Festival 2024.

**12 Financial Matters**

**12.1 Review of Jubilee Centre floodlights, 5-a-side and changing room hire charges for 2024/25 not previously approved**

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

At the January Finance meeting on 24th January 2024, Council reviewed and approved the hire charges as summarised below, however the original report suggested rounding up to either the nearest 20p or £1 for the various facilities. However, on further investigation, the 20p rounding up was not workable in practice. Therefore, as Council’s decision did not include specific increases for the room or food van charges and after crunching numbers, the new hire charges will be amended as detailed in red below.

A small change has also been made to the description of item 15 (shown in red) to encompass both the village green, Jubilee Centre lower car park and the grass pitches as some boot camps and other sports trainers do turn up and use these facilities without booking. This will better clarify the position.

**Approved Hire Charges with Amended Roundings:**

|  |  |  |
| --- | --- | --- |
|  | **Facility** | **Approved Position** |
| 1 | Room Hire | Increase by 4% (rounding to the nearest 10p) |
| 2 | Bar Area & hourly kitchen | Freeze |
| 3 | Kitchen – ½ day charge | (2 to 4 hours) applying a 10% discount, rounded to nearest 10p NOT 20P |
| 4 | Kitchen – Full day charge | (4 to 8 hours) applying a 15% discount, rounded to nearest 10p NOT 20P |
| 5 | Storage | Freeze main charge but round up to the nearest £1 |
| 6 | Projector/Screen | Freeze |
| 7 | Tennis (Adults/Youth) | Increase from £3.75 to £4.00 per court/per hour |
| 8 | Tennis (Clubs - Standard) | Increase from £4.40 to £4.50 per court/per hour |
| 9 | Tennis (Clubs - Block Bookers) | Increase from £3.95 to £4.10 per court/per hour |
| 10 | Pickle Ball | Increase from £2.00 to £2.50 per court/per hour |
| 11 | Netball + Netball Clubs | Increase by 4% rounded to nearest 10p NOT ROUNDED UP TO NEAREST 20P |
| 12 | Football - Block bookers | Increase by 4% rounded up to nearest £1 |
| 13 | Cricket – Non-Lease | Increase by 4% rounded up to nearest £1 |
| 14 | Bowls – Non-Lease | Freeze |
| 15 | Village Green, Jubilee Grass Pitch & Lower Car Park - Sports Training including Bootcamps | Freeze |
| 16 | Food Van | Increase pitch hire and trailer storage by 4% (rounded to nearest 10p) |

In addition, no decision was made concerning the 24/25 hire charges for the following facilities as the recommendation was detailed within the main report but unfortunately was not included within the summary at the end of the report. These Hire charges need to be formerly approved to complete the review. The recommendations are also detailed below:

|  |  |  |
| --- | --- | --- |
|  | **Facility** | **Approved Position** |
| 17 | 5- A-side Football | 4% Increase recommended in line with December 2023 CPI - rounded to nearest 10p |
| 18 | Changing Rooms and Flood Lights | Recommend - freeze all charges recommended |

Following discussion, Councillor Natalie Field proposed amendments to hire charges as detailed in points 1 – 18 above, seconded by Councillor Ben Randles, carried unanimously.

**12.2 To appoint all sites waste contractor from 01/04/2024**

Following discussion, Councillor Ben Randles proposed that a decision on this is deferred to Finance Committee meeting on 28th February 2024, seconded by Councillor James Nelson, carried unanimously.

**12.3 To approve Bills for payment**

The following Bills were approved for payment (and include VAT where appropriate) by Councillor James Nelson, seconded by Councillor Dayley Lawrence, carried unanimously.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | |
| **MONTHLY EXPENDITURE - 14th February 2024 - Council** | | | | | | | | |
|  | | | | | | | | |
| **SUPPLIERS** | | | | | | | | |
|  | A1 Maintenance Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 01/04/2023 | 1370 | BC - Building Maintenance - Monthly Instalment | 683.33 | 136.66 | | 819.99 |
| 01/04/2023 | 1370 | BW - Building Maintenance - Monthly Instalment | 370.83 | 74.16 | | 444.99 |
| 01/04/2023 | 1370 | JC - Building Maintenance - Monthly Instalment | 333.33 | 66.67 | | 400.00 |
| 01/04/2023 | 1370 | Office - Building Maintenance - Monthly Instalment | 125.00 | 25.00 | | 150.00 |
| 01/04/2023 | 1370 | JC CR - Building Maintenance - Monthly Instalment | 320.83 | 64.17 | | 385.00 |
| 01/04/2023 | 1370 | Skate Park - Building Maintenance - Monthly Instalment | 79.16 | 15.83 | | 94.99 |
| 25/01/2024 | 1485 | JC - Install valves to water storage tanks in main building | 650.00 | 130.00 | | 780.00 |
| 25/01/2024 | 1486 | JC - Install valves to water storage tanks in Woodland Suite | 650.00 | 130.00 | | 780.00 |
|  | | **Account Totals:** | 3212.48 | 642.49 | | 3854.97 |
|  | AMBIENCE LANDSCAPES LTD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/01/2024 | 20763 | Street Maintenance - Jan 24 | 1272.87 | 254.57 | | 1527.44 |
|  | | **Account Totals:** | 1272.87 | 254.57 | | 1527.44 |
|  | AVON SPORTSGROUND MAINTENANCE CO | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/01/2024 | SI-822429 | BC - Bowls Maintenance - Jan 23 | 557.83 | 111.57 | | 669.40 |
|  | | **Account Totals:** | 557.83 | 111.57 | | 669.40 |
|  | MATTERS MAGAZINES | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 14/03/2023 | 22/2992 | 2023/24 - Annual advertising - Paid Monthly | 62.29 | 12.46 | | 74.75 |
|  | | **Account Totals:** | 62.29 | 12.46 | | 74.75 |
|  | MR J BUDD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 25/01/2024 | Jan | BW - Window Clean - 22/1/24 | 50.00 | 0.00 | | 50.00 |
| 25/01/2024 | Jan | BC - Window Clean - 22/1/24 | 60.00 | 0.00 | | 60.00 |
| 25/01/2024 | Jan | Office - Window Clean - 8/1/24 | 20.00 | 0.00 | | 20.00 |
| 25/01/2024 | Jan | JC - Window Clean - 8/1/24 | 65.00 | 0.00 | | 65.00 |
|  | | **Account Totals:** | 195.00 | 0.00 | | 195.00 |
|  | CONCORD HOMECARE LIMITED | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 31/01/2024 | CINV-625 | Office - Cleaning - Jan 24 | 357.50 | 71.50 | | 429.00 |
| 31/01/2024 | CINV-625 | JC - Cleaning - Jan 24 | 858.00 | 171.60 | | 1029.60 |
| 31/01/2024 | CINV-625 | BW - Cleaning - Jan 24 | 715.00 | 143.00 | | 858.00 |
| 31/01/2024 | CINV-625 | BC - Cleaning - Jan 24 | 858.00 | 171.60 | | 1029.60 |
| 31/01/2024 | CINV-625 | Skate Park - Cleaning - Jan 24 | 143.00 | 28.60 | | 171.60 |
| 31/01/2024 | CINV-625 | JC CR - Cleaning - Jan 24 | 357.50 | 71.50 | | 429.00 |
|  | | **Account Totals:** | 3289.00 | 657.80 | | 3946.80 |
|  | Gary Woodland | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 27/01/2024 | INV201904227 | Youth Support - Tues Sessions - Dec 23/Jan 24 | 206.44 | 0.00 | | 206.44 |
| 26/01/2024 | INV201904230 | Youth Support - Thurs Sessions - Dec 23/Jan 24 | 489.13 | 0.00 | | 489.13 |
|  | | **Account Totals:** | 695.57 | 0.00 | | 695.57 |
|  | GB Sport & Leisure | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 29/01/2024 | 14343 | Paddock Close Play Area - Equipment repair (W&T) | 121.35 | 24.27 | | 145.62 |
|  | | **Account Totals:** | 121.35 | 24.27 | | 145.62 |
|  | KN Office Supplies Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 22/01/2024 | I33051 | Warm Spaces - Milk Pots | 61.56 | 0.00 | | 61.56 |
| 31/01/2024 | I33814 | Office - Stationery | 9.04 | 1.80 | | 10.84 |
| 31/01/2024 | I33814 | Office - Paper | 168.00 | 33.60 | | 201.60 |
| 31/01/2024 | I33815 | Warm Spaces - Milk Pots & Tea Bags | 18.36 | 0.00 | | 18.36 |
|  | | **Account Totals:** | 256.96 | 35.40 | | 292.36 |
|  | Magic Cleaning Solutions Ltd | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 09/01/2024 | I17252 | JC - Toilet Rolls & Hand Towels | 45.65 | 9.13 | | 54.78 |
| 09/01/2024 | I17253 | BW- Refuse Sacks | 12.15 | 2.43 | | 14.58 |
| 09/01/2024 | I17255 | BC - Refuse Sacks & Toilet Rolls | 55.60 | 11.12 | | 66.72 |
| 23/01/2024 | I17417 | BC - Toilet Rolls & Hand Soap | 37.80 | 7.56 | | 45.36 |
| 31/01/2024 | I17546 | JC - Hand Towels | 61.60 | 12.32 | | 73.92 |
|  | | **Account Totals:** | 212.80 | 42.56 | | 255.36 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 19/01/2024 | 63861763-0001 | Liz Evans- Intl Womens Day Reimbursement for Event Bright Ticket Management Fee | 16.47 | 3.29 | | 19.76 |
|  | | | | | | | | |
| 24/01/2024 | SI-989 | Landcare Tree Nursery - Free Tree Event Trees Shrubs/Seeds | 1139.87 | 227.98 | | 1367.85 |
|  | | | | | | | | |
| 19/01/2024 | OL2044 | Olas Art - 2 x Youth Graffiti Art Workshops - 15/8/23 | 260.00 | 0.00 | | 260.00 |
|  | | | | | | | | |
| 09/11/2023 | 81989 | Safesite - Fire Work Event Fence & Barrier hire | 1077.00 | 215.40 | | 1292.40 |
| 30/11/2023 | 82706 | Safesite - Refund Against Invoice 81989 | -75.00 | -15.00 | | -90.00 |
|  | | **Account Totals:** | 1002.00 | 200.40 | | 1202.40 |
|  | | | | | | | | |
| 30/01/2024 | 2023/24 | L. Cornelius - Blakeney Road Allotment Funding | 40.00 | 0.00 | | 40.00 |
|  | | | | | | | | |
| 30/01/2024 | 66682 | Play Inspection Co - Annual Play Area Inspections | 476.00 | 95.20 | | 571.20 |
|  | | | | | | | | |
|  | RE- ENERGIZE | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 29/01/2024 | 3940 | 2024 - Community Festival - Management Fee - Jan 23 | 1148.00 | 0.00 | | 1148.00 |
|  | | **Account Totals:** | 1148.00 | 0.00 | | 1148.00 |
|  | SD FIRE PRO | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 18/01/2024 | SI-1696 | Office - Annual Fire Equipment Service | 19.50 | 3.90 | | 23.40 |
| 18/01/2024 | SI-1697 | JC - Annual Fire Equipment Service | 70.50 | 14.10 | | 84.60 |
| 18/01/2024 | SI-1698 | BW - Annual Fire Equipment Service | 46.50 | 9.30 | | 55.80 |
| 18/01/2024 | SI-1699 | BC- Annual Fire Equipment Service | 387.00 | 77.40 | | 464.40 |
|  | | **Account Totals:** | 523.50 | 104.70 | | 628.20 |
|  | SOLTECH IT LTD | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 09/01/2024 | 26020 | 1T Contract 22/1/24 - 21/2/24 | 150.00 | 30.00 | | 180.00 |
|  | | **Account Totals:** | 150.00 | 30.00 | | 180.00 |
|  | SOUTH GLOUCESTERSHIRE COUNCIL | | | |  | | |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | | **Gross Amount** |
| 02/02/2024 | 3805475614 | 12 Xmas Lights - Install & Remove 12 Motifs @ £165 p/a | 1980.00 | 396.00 | | 2376.00 |
| 02/02/2024 | 3805475614 | 12 Xmas Lights - Annual Storage of 12 Motifs @ £18 p/a | 216.00 | 43.20 | | 259.20 |
| 02/02/2024 | 3805475614 | Install Timeclocks and Sockets to 12 Street Lights | 2400.00 | 480.00 | | 2880.00 |
|  | | **Account Totals:** | 4596.00 | 919.20 | | 5515.20 |
|  | | **Supplier Totals:** | **19227.99** | **3361.89** | | **22589.88** |

**13 To deal with Miscellaneous Matters**

**13.1 Annual Review of BSTC Flag Flying Policy & Protocol**

Suggested deletions highlighted in grey below:

3.5 Any British Flag (including the Armed Forces Day Flag) or Community Flag will be flown on one of the two flagpoles ~~to the below the Union Flag, from the same flagpole.~~ ~~This display of double flagging will be done with preference to avoid removing the Union Flag.~~

~~4.7 The Rainbow Flag (also known as “Pride Flag”) shall be flown during Pride month below the Union Flag where on flagpole is present.~~

Following discussion, Councillor Kulwinder Singh Sappal proposed adoption of the amended policy with deletions as detailed above, seconded by Councillor Natalie Field, carried unanimously.

*Councillor Ben Randles then proposed suspending Standing Order 79 “A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.” to enable agenda item 13.2 to be discussed/decided, seconded by Councillor Jon Williams. A vote was taken, 13 in favour, 1 abstention, proposal carried.*

**13.2 Update to Standing Order 76.7 to align with current Financial Regulation 11.10**

In light of the update to Financial Regulations made on 25th October 2023 (see extract below), there is a need to update Standing Order 76.7

***8.2 Financial Regulations Review***

*Following updates to the Public Procurement Regulations, the Financial Regulations require updating from 2021 to 2022 as shown below.*

*11.10 The Public Procurement (Amendment)(EU Exit) Regulation* ***2021*** *shall apply and the terms of the Public Contracts Regulations 2015, including Regulation 110, articles 109-114 in respect of the use of the Contract Finder website and other light touch rules, and the Utilities Contracts Regulations 2015 and any subsequent amendment including thresholds shall be followed. In addition, Procurement Policy Note 08/20 shall also apply in respect of advertising such contracts of work on the Find a Tender website in line with the up-to-date published Government guidance.*

*The Public Procurement (Amendment)(EU Exit) Regulation* ***2022*** *shall apply and the terms of the Public Contracts Regulations 2015, including Regulation 110, articles 109-114 in respect of the use of the Contract Finder website and other light touch rules, and the Utilities Contracts Regulations 2015 and any subsequent amendment including thresholds shall be followed. In addition, Procurement Policy Note 08/20 shall also apply in respect of advertising such contracts of work on the Find a Tender website in line with the up-to-date published Government guidance.*

*No further amendments are required within the Financial Regulations and Standing Orders will be updated in due course.*

*Following discussion, Councillor Ben Randles proposed the Financial Regulations amendment from 2021 to 2022, as detailed above, seconded by Councillor James Nelson, carried unanimously.*

There is therefore a need to make the amendment to Standing Order 76.7 (highlighted in grey below)

76. Financial Matters

7. The Public Procurement (Amendment)(EU Exit) Regulation ~~2021~~ 2022 shall apply and the terms of the Public Contracts Regulations 2015, including Regulation 110, articles 109-114 in respect of the use of the Contract Finder website and other light touch rules, and the Utilities Contracts Regulations 2015 and any subsequent amendment including thresholds shall be followed. In addition, Procurement Policy Note 08/20 shall also apply in respect of advertising such contracts of work on the Find a Tender website in line with the up to-date published Government guidance.

Following discussion, Councillor Ben Randles proposed amendment to Standing Order 76.7 as highlighted in grey above, seconded by Councillor Jon Williams. A vote was taken, 13 in favour, 1 abstention, proposal carried.

**13.3 SGC Greenprint Live Labs 2 Project in Bradley Stoke**

The Town Council has been approached by SGC to be involved with the Greenprint Live Labs 2 project (see weblink below)

[Energy from grass cuttings | BETA - South Gloucestershire Council (southglos.gov.uk)](https://beta.southglos.gov.uk/energy-from-grass-cuttings/)

*“Greenprint is part of ADEPT Live Labs 2: Decarbonising Local Roads in the UK, which is a three-year, UK-wide £30 million programme funded by the Department for Transport, (DfT), that aims to decarbonise the local highway network.*

*South Gloucestershire Council and West Sussex County Council have been awarded £4 million and are working in partnership, investigating innovative ways to redefine the management of grass verges to generate energy and reduce the carbon footprint associated with highways operations. The project budget runs over 3 years, (to March ‘26), with a 5-year post project monitoring and evaluation period.*

*Currently, the ‘default’ approach to verge management is to leave the grass cuttings to accumulate, which increases the soil nutrient levels – encouraging more robust grasses and other nutrient-demanding vegetation.  This does nothing to encourage biodiversity, requires more frequent mowing and generates more operational emissions.  The project aims to reveal to what extent local authority grass arisings, or ‘biomass’, can produce additional benefits through the adoption of a ‘cut and collect’ operation - rather than the traditional ‘cut and leave’.*

*In South Gloucestershire we will be co-mingling cut grass with our existing domestic food waste collections which are currently taken for anaerobic digestion, (or AD) – to produce several different outputs, such as biogas, biomethane and biochar.  West Sussex County Council will subject their cut grass to hydrothermal carbonisation, (or HTC) - to produce hydrochar, and pyrolysis - to produce biochar.  A key project objective is to design and scale a system toolkit or ‘green print’, as a replicable carbon negative green infrastructure management model – to provide other local authorities with a guide to implementing this approach in their own areas.*

*Yate was the first pilot area in South Gloucestershire and the ‘cut and collect’ process was successfully trialled there over the summer.  A map and spreadsheet of candidate plots was provided to the Town Council and a final list of plots agreed.  The Greenprint involves rolling this activity out to other parishes over the 3-year life of the project. We are approaching selected parish councils now with a view to trialling the experiment from next season – March 2024.  A comprehensive survey of all our council-maintained grass was completed in 2021 by consultants Metis.”*

**How this applies to Bradley Stoke**

SGC (through Metis Data) has identified 74 small plots currently maintained by the Town Council external highway verge contractor which have an estimated value of £584.64. They have also identified two larger areas of land (SGC Grounds Additions map circulated) which could be included in the project (see table below):

|  |  |  |  |
| --- | --- | --- | --- |
| **DATA SOURCE** | **AREA SQM** | **RATE** | **Estimated maintenance cost based on Localism Specification.** |
| METIS DATA | 3198.30 | 0.1828 | £584.64 |
| SGC GROUNDS ADDITIONS | 8969 | 0.1828 | £1639.53 |
|  |  |  | £2,224.17 |

*All these figures are based on estimations from SGC standard buyback charge to Parish and Town councils under the Localism agenda currently £0.1828 per sq/m.*

SGC have indicated that they would be happy to take on the two larger plots as well as the smaller plots as the project is about understanding the feasibility of maintaining amenity grass in this way so having small plots will help us have a better understanding.

BSTC officers have raised concerns that we are currently in a three-year contract with an external contractor and we would not want our contractor to be out of pocket if we took some of the areas away from them. SGC have stated that, if our contractor is able forgo these plots, SGC will be in a position to look at compensating the council at the rates indicated above. SGC have stated that it would be good to combine these sites with the one that they already maintain in Bradley Stoke as it would give them that understanding and mean that the town is managed similarly across a wider area.

Councillors commented that, if the Town Council do decide to accept the SGC offer to be involved in the project for 2024/25, there will be a need to communicate in detail with residents of Bradley Stoke to give explanations behind the project to pre-empt concerns from residents regarding grass being left to grow longer than in previously years.

line with Standing Order 10, Councillor Tom Aditya asked for a named vote.

Following much discussion, Councillor Roger Avenin proposed that the Town Council accept the SGC offer to be involved in the Greenprint Live Labs project for 2024/25 (as detailed above), seconded by Councillor Natalie Field.

A vote was taken: 13 in favour (Councillors Dave Addison, Aleena Aditya, Roger Avenin, John Bradbury, Frederic Contenot, Natalie Field, Dayley Lawrence, Jenny James, Brian Mead, James Nelson, Ben Randles, Kulwinder Singh Sappal, Jon Williams), 1 against (Councillor Tom Aditya) proposal carried.

**13.4 Civic Matters**

The Chair reminded councillors that the Mayor and Deputy Mayor are keen to attend events locally to represent Bradley Stoke, so if anyone knows of any events, please let them know (with as much notice as possible to enable arrangements to be made).

The Chair suggested that it might be good to look at a redesign of the Bradley Stoke Town Council logo. However, following much discussion on the historical origins of the current logo, councillors felt that this was not something that they wanted to pursue at this moment in time.

### 14 To note the dates of forthcoming meetings

14.1 19 February Leisure, Youth & Amenities

14.2 28 February Finance

14.3 28 February Planning & Environment

14.4 20 March Full Council

The Meeting closed at 8.45pm

**APPENDIX A**

**Avon and Somerset Police**

**NEIGHBOURHOOD POLICING -BRADLEY STOKE BEAT TEAM**

BRADLEY STOKE TOWN COUNCIL MEETING 14/02/2024

General Update

Short on staff members due to long term sickness. The team are currently running on one PCSO short.

PC’s and PCSO’s utilised for crime scenes and events out of area.

The Force is currently facing money saving challenges, which means they have put a pause on recruitment of new PCSO’s until the end of 2024/25. This is a worry for Beat Teams due to the demand for working not decreasing. We are also being tasked for certain crimes that response officers cannot cover.

Burglaries and shop lifting had decreased. The issue for this though is that businesses are not reporting crimes. We have raised this with the Willowbrook Centre to try and rectify this issue. Unfortunately, we cannot rectify 101 wait times.

BS Beat Team have an operation coming up which focuses on county lines and drug activities, the aim is to gather intelligence by patrolling hotspot areas. Visit addresses of those identified as vulnerable or are at risk of being cuckooed. To provide education to communities, partners, and schools – how to address issues and what support is available.

Business Crime Month is happening in March for a month. Talk to us event happening Wednesday 6th March 2024 at 11:00 hours this will be geared around Business Crime Month.

Community Engagement

Pub watch meeting scheduled for Wednesday 21st March – where local pubs come together to tackle the risks associated with business crime.

‘Walk and Talk’ – Where women in the local community can go for a walk with a female officer/ PCSO in uniform where they feel most vulnerable. They can talk through their concerns and issues. Issues identified can then be raised to the relevant agency or dealt with internally by the Neighbourhood Policing Team. Women 18+ can apply to take part on the A&S website, fill in an online application form, which will go directly to the relevant NPT mailbox, we will then contact the applicant.

We are currently operating without a female PCSO. Due date to return TBC.

Business Engagement

Willowbrook has been regularly visited by staff and we are in communications with any issues.

Crime Statistics for (Month) 2024:

## Monthly crime statistics

It can take up to 30 days for the previous month's statistics to be available.

### December 2023

The main crime that I can see, is violent crime. Whilst violent crime is ‘21’, that can encompass a multitude of crime. A&S is reactive to the majority of violent crime. However, if there are crime series or a particular area that is being consistently targeted – police patrol the area and conduct reassurance patrols.

**APPENDIX A**

54 crimes were recorded in Bradley Stoke

|  |  |
| --- | --- |
| **Category** | **Crimes recorded** |
| Anti-social behaviour | 4 |
| Burglary | 2 |
| Criminal damage arson | 4 |
| Other theft | 6 |
| Possession of weapons | 1 |
| Public order | 3 |
| Shoplifting | 9 |
| Vehicle crime | 1 |
| Violent crime | 21 |
| Other crime | 3 |

Speeding – Brook Way, Woodlands Way. Following the last meeting I have consulted South Glos Council. Is there an update for speed bumps etc?

Monday 12th February I visited Baileys Court Activity Centre to visit the Rainbow Club. We engaged with the children, and they engaged with police and equipment. All in all, they stated it was ‘THE BEST DAY EVER’ This was put on South Glos Facebook page.

Channel 4 ‘To Catch a Copper’ Any thoughts?

Electric Bikes, ongoing issue. There is no new legislation for police to target. It is a matter of planned operations right place right time. Op Hawthorn has now stopped. They have given PCSOS and PCS the option ride three-wheel motorcycles – whether this will be effective remains to be seen.

The Beat Surgery at the Jubilee Centre – the beat team will make a more conscious effort to let you know. This was due to the short notice of the last meeting.

Little Stoke Park – isolated incident – reassurance patrols have happened by me and colleagues. I visited the local school to give advice how to contact parents. Ongoing investigation. Regardless whether this is ‘our area’ or not, we are part of South Glos NPT which help out other teams when needed.

Useful Contacts

Add QR code for the BEAT page

Street Safe

StreetSafe is a service that allows you to report safety concerns in public places without giving us your name (anonymously). This includes issues like poorly lit streets, abandoned buildings, or vandalism, as well as instances where you feel unsafe due to someone following or verbally abusing you.

**Please note:** StreetSafe is not for reporting crimes or emergencies. If you witness a crime or emergency, please call the police on 101 or report a crime online. If you're unsure whether something is a crime or not, read our advice. Examples of situations that should be reported to StreetSafe include a poorly lit alleyway that makes you feel unsafe or a park with broken equipment that poses a safety hazard.



**APPENDIX B**

**South Gloucestershire Council (SGC) Greenprint Live Labs 2 Project**

**SGC - Frequently Asked Questions**

# What is Greenprint?

Greenprint is an innovation project which will investigate potential new ways grass cuttings could be used, including producing biogas, biomethane fuel for vehicles and an additive for asphalt road surfacing material called biochar. It is hoped the Greenprint project will reduce the council’s carbon footprint, encourage wildflowers, help insects to thrive and allow the soil to store more carbon. We are working in partnership with West Sussex County Council on the project.

# What is Live Labs 2?

Greenprint is part of ADEPT Live Labs 2: Decarbonising Local Roads in the UK, which is a three- year, UK-wide £30 million programme funded by the Department for Transport, (DfT), that aims to decarbonise the local highway network. Visit the ADEPT Live Labs 2 website for more information. Go to [**https://www.adeptnet.org.uk/livelabs2**](https://www.adeptnet.org.uk/livelabs2).

# How much is this project costing the council?

Greenprint has been awarded £4 million by ADEPT Live Labs 2.

# Where is the funding coming from?

The funding is from the Department for Transport and does not impact on funds available in South Gloucestershire for other council services.

# Why not spend the money on potholes?

The financial restrictions on public spending mean that capital funding from Government (this funding opportunity) cannot be used for funding bus services, filling potholes or other council areas such as social services, education or libraries. Transport is responsible for over a quarter of carbon dioxide emissions in the UK. Innovation in transport decarbonisation has focused primarily on the tailpipe through promoting modal shift, behavioural change and technological advancement. Much more focus needs to be dedicated to decarbonising road construction and maintenance. Approximately £2 billion is spent every year on maintaining our local highway assets with additional spending on building new local infrastructure assets - all of which have a significant carbon impact. Live Labs 2 will address embedded and hidden carbon from specification and procurement, through construction, delivery and operation to decommissioning and reinstatement.

# How will the project drive innovation?

Live Labs 2 has been designed to stimulate innovation amongst local government, commercial and academic partners, suppliers and specialists. Innovation can be risky for local highway authorities, which is why the DfT have agreed to fund the programme within the parameters set by ADEPT, ensuring robust monitoring of the outcomes.

# How long will the project last?

The project will last three years.

# How will the project work?

We will use new machinery to cut and collect grass from highway verges and other green spaces. The grass will be mixed with the council’s food waste and taken to an energy-from-waste plant where the mixture will be subject to a process called anaerobic digestion. Reducing the frequency of grass cuts is also a key element of the trial as this encourages greater biodiversity and increases the levels of carbon stored in the soil.

# Where are you doing this?

During 2023 we carried out a pilot in selected areas of Yate. Working with Yate Town Council we identified plots of grass that could be cut less often, and the grass removed.

**APPENDIX B**

# What about other places?

We hope to be able to roll this new way of managing our grass areas out to other towns and villages next year. Before we do this, we would engage with town and parish councils.

# Will I notice a difference?

Because we are cutting the grass less, the grass will grow more between cuts. We are also removing the grass after we’ve cut it. We will also be removing the clippings.

# Why are you cutting the grass less often?

We are moving to a different way of managing some grass areas to reduce our carbon footprint. Reducing the frequency of grass cuts encourages greater biodiversity and increases the levels of carbon stored in the soil. Allowing the grass to grow longer between cuts means when we do cut, we will have more to send to the energy-from-waste plant for the production of biofuel.

# How often will you be cutting the grass?

Areas of grass are usually cut eight to 10 times a year. Under this new way of managing our grass areas the number of cuts will be reduced to between four to five cuts a year.

# Why are you removing the grass?

Collecting up the grass clippings after each cut will slowly reduce soil fertility. As the grass is weakened the wildflowers will have more of a chance to thrive increasing biodiversity. Changes to plants and soil will take several years. Studies have shown that improvements continue year on year; and a great meadow can take 100 years to form. Many wildflowers are now very rare. Insects are under threat. Soil carbon is important. Our changes will help the environment.

# Where will you be taking the grass?

The grass will be added to household food waste at a local Recycling Centre and then transported to the Geneco energy-from-waste plant at Avonmouth to produce biofuel.

# Is this just to save money?

This new way of managing our grass areas is about finding new and innovative ways to reduce our carbon footprint and is part of our Climate and Nature Emergency action plan. The objectives of the project are:

* Achieve net zero
* Ensure an integrated ‘ecosystem approach’, knowledge sharing and scalability
* Deliver financial savings
* Collaborate across the sector
* Ensure customer satisfaction
* Increase biodiversity

# Won’t this use more petrol/diesel?

We believe this scheme will save energy. We are committed to phasing out fossil fuels and when electric mowers and lorries are available, we will swap to these. We already use some small electric battery mowers and strimmers. We already have an electric pool car fleet. Fuel usage will be monitored during the project and compared with existing consumption to determine any savings made.

# Will you plant new wildflowers?

We will monitor this but, in many cases, we expect the wildflowers to arrive naturally or already be there. We are also working with other local authorities (like Dorset) and learning from their experiences in this area.

# How will you know whether the project has been a success?

To help assess whether the project has been successful, the impacts will be measured within the following categories:

**APPENDIX B**

* Carbon
* Sector Impact
* Behavioural Change
* Customer Satisfaction
* Social Value
* Cost Biodiversity

# Could this new trial become permanent?

The trial will last three years, and this will be followed by a further five years of monitoring of the environmental benefits, impact, and costs. This information, as well as feedback from the community, will be used to decide whether to make the changes permanent. No date has been set for this decision.

# Will you be cutting the existing roadside nature reserves or existing wildflower meadows more often?

No, these will stay with a late summer cut.

# How can I provide feedback?

If you have any questions or comments, you can email the team at [**climate.emergency@southglos.gov.uk**](mailto:climate.emergency@southglos.gov.uk)or call **01454 868000**.

# Where can I get more information?

People wanting to know more can go online to [**www.southglos.gov.uk/greenprint**.](http://www.southglos.gov.uk/greenprint)