

PATCHWAY TOWN COUNCIL

**Minutes of the meeting of the Town Council held on 13 November 2018 at Callicroft House, Rodway Road, Patchway.**

Present: Councillors Mrs E. Martin (in the Chair) )  
E. Bathe-Taylor )  
Mrs M. Bathe-Taylor ) Coniston  
J. Butler ) Ward  
K. Walker )  
E. Gordon )  
  
K. Dando ) Callicroft  
R. Loveridge ) Ward  
Mrs E. Orpen )  
P. Cottrell )

**123/18. POLICE REPORT**

The Chairman welcomed Sergeant Steve Ives to speak to the Council.

Sgt. Ives said he was proud of the neighbourhood policing model and pleased that this was supported by the Police Commissioner, Sue Mountstevens, and the Chief Constable, Andy Marsh, which had resulted in more focus on the local area since the beginning of October. The neighbourhood team was now separate from the response team and was concentrating on offender management, most wanted people, vulnerable people and engaging with the community.

Crime figures and anti-social behaviour for Patchway were steady and averaged 5 per day.

Sgt. Ives stated that he proposed to base himself at the Town Council office on a regular basis during the day so that he would be accessible to the public and this was welcomed by the Council.

Councillors were invited to ask questions and these covered pavement parking and speeding. A report was given from a resident that there was excessive noise in Scott Park between midnight and 5 am in the skateboard area and the Sergeant said he would alert his team to this information.

The Chairman thanked the officer for his presentation and he then left the meeting.

**124/18. UPDATE ON PATCHWAY COMMUNITY CENTRE**

The Chairman invited Mr. John Thomas to speak before the business of the meeting.

Mr. Thomas reported that a meeting had been held the previous week to plan forthcoming action by the surveyor, architect and civil engineer and set up a communications network. First steps would include digging test holes to check the sub-soil within the next two weeks, checking the composition of the building's walls and any ground pollution. Responsibility was agreed for CDM regulations/risk assessment and health and safety.

The Council was pleased to note this report.

#### **125/18. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. M. Grotzke (long-term sick), Cllr. Greensword (illness), Cllr. Scott (another meeting) and Cllr. Coleman (working).

It was noted that under Standing Orders, Councillors must state a reason for their absence from Council meetings and that this must be recorded as well as the names of any Councillors not sending apologies. It was also noted that under Standing Orders Councillors must make their own apologies by contacting the office.

#### **126/18. DECLARATIONS OF INTEREST**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

#### **127/18. MINUTES**

The Minutes of the meeting of the Council held on 9 October 2018, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. M. Bathe-Taylor, seconded by Cllr. Dando.

The Minutes of the extraordinary meeting of the Council held on 18 September 2018 at which the accounts for the year ended 31 March 2018 and the Annual Return to the External Auditor were signed and which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. M. Bathe-Taylor, seconded by Cllr. Dando.

There were no matters arising from the minutes not mentioned on the agenda.

#### **128/18. COMMITTEE REPORTS**

- a) Parks & Open Spaces Committee  
Cllr. Loveridge presented the minutes of the meeting held on 16 October, copies of which had been circulated and which were endorsed by the Council. The Council noted that Sport England were still raising queries about the planning application. Cllr. Dando said he would raise the resulting delay with the planning officer.
- b) Planning & Transport Committee  
Cllr. Gordon presented the minutes of the meeting held on 23 October,

copies of which had been circulated and which were endorsed by the Council.

c) Finance Committee

Cllr. Martin presented the minutes of the meeting held on 6 November, copies of which had been circulated and which were endorsed by the Council. The Council was pleased to note that all the comments made in the internal audit plan on the 2017-18 accounts had now been agreed and actioned by the Committee and a report sent to the internal auditor.

Copies of the bank reconciliation and monthly statement of the income and expenditure in the new format produced by the financial software were circulated and agreed. These would, in future months, be circulated at the Finance Committee and, when agreed, would be signed by the Chairman and filed with the minutes.

The Financial Regulations amended at the Finance Committee were agreed and circulated to Members.

**129/18. REPORTS FROM DISTRICT COUNCILLORS**

Cllr. Walker reported that the Care Quality Commission had given a poor rating to SGC and that contingency plans were being drawn up for adult care.

Funding for the regeneration of Kingswood High Street had been obtained from a government scheme. Bus passenger numbers were up but First Bus was still 150 drivers short.

Cllr. Orpen reported that she had resigned as a South Gloucestershire Councillor for Patchway. Cllr. Walker put on record acknowledgement of her service to the community over many years.

**130/18. REPORTS FROM LOCAL ORGANISATIONS**

Charlton Hayes Steering Group

The Council noted a report from this group meeting on 16 October. YTL had reported that they will commence house building of the first phase of 270 houses in spring 2019 off Hayes Way at the Brabazon roundabout. The residents' association was organising a litter picking event in December. Bovis was concentrating on repairing defects so that roads could be handed over to SGC. SGC reported that planning permission was about to be granted for the Sainsbury's shop site which will also include a day nursery. Bovis will carry out the building, which also includes apartments over. SGC Education Department reported that they had a provider for the day nursery and that the building of the primary school was going to plan.

Consultation with residents

The Clerk was asked to consult with residents on ideas for the control of traffic speed in Coniston Road and to add the Modern Slavery declaration to the website and Patchway People.

## YTL

The Clerk reported on a meeting with the Head of Communications at YTL, Charlotte Hanna, at which the development of the Brabazon hangars into the YTL Arena had been discussed. The officer had offered to come and speak to the Council about this important development and it was agreed to invite her to the February Council meeting. The company had agreed to submit an article for the December issue of Patchway People.

### **131/18. CORRESPONDENCE**

- a) Modern Slavery Charter: The Council was pleased to note a letter from the General Secretary of the Co-operative Party stating that Patchway was the first Town or Parish Council to have adopted the Charter and offering thanks and congratulations on this achievement. To date the Charter had been adopted by many principal authorities.
- b) The Chairman reminded Councillors of the timetable for the Remembrance Parade on 18 November.
- c) Equality & Diversity Training: The Council noted an email from the Community Cohesion manager of Southern Brooks Community Partnerships concerning future training for local councillors on equality and diversity and requesting the opportunity to discuss this matter with the Council. It was agreed to invite a representative to attend the January Council meeting.
- d) SGC proposal to stop providing white and green bags for recycling: Councillors were concerned that residents would not have sufficient space for recycling if only one green box was provided and agreed to publicise the consultation on the Council website to seek residents' views before responding to SGC by the deadline of 25 January
- e) Joint Spatial Plan: The Council noted that SGC were holding an additional evidence consultation until 7 January. The Council had already responded to the earlier consultation.
- f) Almondsbury Burial Committee: It was noted that the next meeting would be held on 15 November. The Councillors who represented the Town Council were unanimous in the view that the equality of representation on the Committee must be retained.
- g) The Council noted a letter of thanks from Patchway Community Association for the grant made.

### **132/18. PLANNING**

The Council made no objection to the following planning application received:

Rolls Royce site  
Gloucester Road North

Installation of oxygen storage tank and chiller

25 Coniston Road

Change of use of land to residential and erection of 2-meter high fence

46 Callicroft Road

Widening of access, alterations to driveway to form parking space

26 Cedar Close

Demolition of single storey rear extension and erection of two storey rear extension

60 Pretoria Road

Revised proposals for side and rear extension

Notification of an appeal lodged against refusal for a 1<sup>st</sup> floor side extension at 91 Bradley Road was noted.

As the time was 9.30 p.m., it was agreed to suspend Standing Orders to allow for completion of business.

### **133/18.                    FINANCE**

The Council noted the following income:

Date	Payable by whom	Particulars of receipt	Total to Bank
01/10/2018	Sports and Social Club	Rent	£986.38
08/10/2018	Little Beansprouts	Casson Hire	£20
10/10/2018	Bradley Stoke Youth FC	Pitch Hire	£144.00
12/10/2018	HMRC	VAT Return	£6003.53
15/10/2018	HMRC	VAT Return	£3456.93
20/10/2018	Mrs [REDACTED]	Services	£102.52

20/10/2018	Patchway Conservation Group	Timber	£140.32
20/10/2018	Stoke Lane FC	Pitch Hire	£210
20/10/2018	Mrs [REDACTED]	Casson hire	£20
24/10/2018	Patchway Community Association	Ground Rent	£2
31/10/2018	Natwest Bank	Interest	£101.80
			<b>Total for October 2018 £11,187.48</b>

The Council noted the following Direct Debits:

Inty Ltd	£12.18	Software Subscription
All Star Fuel	£136.42	Fuel for machinery
British Gas	£25.28	Monthly Charge
Grenke Leasing Ltd	£141.59	Photocopier Instalment
British Gas	£178.08	Care Plan Monthly Instalment
Total Gas and Power	£40.60	Callicroft House Gas
Total Gas and Power	£89.25	Callicroft House Electricity
Total Gas and Power	£34.41	Casson Centre Electricity
Total Gas and Power	£73.27	Pavilion Electricity
Hitachi Finance Ltd	£827.95	Mower Payment
IRIS	£30.77	Monthly Charge
	<b>Total Direct Debit</b>	<b>£1589.80</b>

The Council agreed the following invoices for payment:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Sub Total</b>	<b>Total Cheque</b>
Advanced Plumbing and Heating	Repairs to water heaters SSC	1518.36	
	Radiator Repairs Casson	78.00	<b>£1596.36</b>
ALCA	Training for Deputy	40.00	
	Planning Training	200.00	<b>£240.00</b>
BANES	Pension October		<b>£6320.93</b>
British Gas	Account Arrears		<b>£132.00</b>
Bill Davies	Payroll Assistance		<b>£150</b>
Bowcom	Supreme Plus 10L		<b>£216</b>
Brosch Direct	Cleaning Materials		<b>£94.45</b>
Patchway Building Supplies	Tools and Nuts		<b>£179.78</b>
FRS Countrywear	Uniform		<b>£172.20</b>
Complete Business Solutions	A4 Paper X 10		<b>£30.00</b>
The Consortium	Ink	197.48	
	First Aid Kits	45.66	<b>£243.14</b>
CVS South Gloucestershire	Job Ads		<b>£50.00</b>
Daniel Hall	PAT Callicroft	76.20	
	PAT Casson	42.00	<b>£118.20</b>
EE	New Phone		<b>£76.80</b>
EE	Account Payment		<b>£27.82</b>
EE	Phone Bill (October)		<b>£55.30</b>
George Carr	PPE	821.87	
	Strimmer Head	34.26	<b>£856.13</b>
Goodyear Dunlop Tyres	Call Out and Repair on Mower X3		<b>£201.42</b>
HMRC	PAYE October		<b>£5004.84</b>
IONET	Annual IT Support		<b>£1080</b>
IRIS	Payroll Training Day		<b>£420.00</b>
Jack Turner	Travel Expenses for Courses		<b>£5.67</b>
KJ Roofing	Repairs on Roof		<b>£450</b>
L&P Maintenance	6 X Concrete Blocks		<b>£352</b>

Lucy Hamid	Job Advertisement in Bristol Post	669.60	
	Blotter	11.95	
	Mileage April - October	121.05	
	Compost for planters	8.50	
	2 Frames	20.00	
	Light bulbs	7.98	
	Milk and Biscuits	2.30	
	Coffee for Meetings	4.99	
	Milk	0.99	
	Bulbs	3.27	
	Calendars	2.00	<b>£852.63</b>
Murray Hire	Safety Boots		<b>£59.99</b>
Patchway Pretoria Road Allotments	Insurance Claim		<b>£497.50</b>
Mr M Dark	Window Clean Callicroft	70.00	
	Window Clean Casson	20.00	<b>£90.00</b>
Prolific Business Solutions	Ink		<b>£25.97</b>
Rialtas Business Solutions	Accountancy Software		<b>£2620.80</b>
Royal British Legion	Poppy Appeal		<b>£200</b>
SLCC	Job Advert		<b>£492.00</b>
South Gloucestershire Council	Patchway library grant		<b>£18000</b>
Spartan Motor Factors	Exhaust Rubbers		<b>£1.22</b>
Thornbury Autocentre	Tracker monthly Subscription		<b>£31.20</b>
Tincknell Fuels	Gas Oil		<b>£1593.36</b>
Viridor	Skip Exchanges X 2		<b>£489.36</b>
Wybone	Seat for bus stop		<b>£234.17</b>
Volunteer Centre	Grant		<b>£1000</b>
Brandon Trust	Grant		<b>£250</b>
		Total	<b>£44,511.24</b>

**134/18. DATE OF NEXT MEETING**

The Council noted that the next meeting would be held on Tuesday 11 December at 7.30 pm. The meeting would commence with Public Question Time.