

PATCHWAY TOWN COUNCIL

Minutes of a meeting of the Planning & Transport Committee held on 23 October 2018 at Callicroft House, Rodway Road, Patchway

Present: Cllrs. E. Gordon (in the Chair)
Mrs M. Bathe-Taylor
E. Bathe-Taylor
K. Dando
R. Loveridge
Mrs E. Martin
P. Cottrell
Ms. R. Messenger
K. Walker
S. Scott
J. Butler

1. Apologies & Welcome

It was noted that this meeting was open to all Councillors.
Apologies for absence were received from Cllr. P. Coleman

2. Declarations of Interest

The Chairman stated that Councillors must declare their interest under the Model Code of Conduct in any matter to be discussed, either at the beginning of the meeting or when it is raised during the meeting.
Cllrs Dando and Orpen confirmed that they are members of SGC's Planning Committee (Development Control West).

3. Election of Chair and Vice-Chair of Council

Cllr. Elaine Martin was proposed by Cllr. Loveridge, seconded by Cllr. Scott and unanimously elected as Chair of the Council.

It was proposed by Cllr. Scott, seconded by Cllr. Walker that a Vice-Chair should not be elected but that the chairs of the Parks and Planning Committees should share the role for the next six months. This motion was not carried.

Cllr. Roger Loveridge was proposed by Cllr. Butler, seconded by Cllr. Dando as Vice-Chair of the Council and this was agreed by 5-1 with 5 abstentions.

Cllrs. Walker and Scott left the meeting after this item.

4. Minutes

The minutes of the last meeting held on 25 September were agreed as a correct record and signed by the Chairman, proposed Cllr. Martin, seconded Cllr. Dando.

5. Matters arising from the Minutes

a) Planning in Plain English

Those who attended this course found it very enjoyable and useful. The Clerk was asked to send thanks to the trainer. It was regretted that some of the Filton Councillors had a negative attitude to the topic.

b) Air Quality in the highway network surrounding The Mall

It was agreed to request a copy of the report resulting from recent measurements of air quality. Councillors also expressed concern at the poor air quality in the Coniston Road area since the increase in traffic following the closure of Highwood Road. It was pointed out that, despite the 20-mph limit in this road, traffic frequently travelled at a much higher speed. It was suggested that residents should be asked for suggestions on how to control speed in this road. Suggestions made by Councillors included a speed camera, light-controlled crossing point between the two underpasses, a “local traffic only” sign. When ideas had been gathered from residents, it was agreed to ask a traffic officer to attend a meeting and discuss what action SGC was able to take.

6. Planning Changes at SGC

A letter from the Head of Planning at SGC to all parish and town councils concerning the changes to the planning system coming into operation from 1 November 2018 had been circulated to Councillors.

Cllr. Dando stated that he was attending a training course on this topic the following day and he would update the Council at the next meeting.

7. Planning Applications

The Committee made no objection to the following planning application:

2430 The Quadrant,
Park Avenue, Aztec West

Change of use of office to office of
private hire vehicle operator

The Committee noted the following applications approved by SGC:

148 Gloucester Road	Erection of detached garage (retrospective)
16 Linnet Close	Single storey side extension
11 Hawthorn Close	Single storey rear extension
Building LC2, Charlton Square	Variation of conditions on outline consent

8. Other matters raised by Councillors & Clerk

a) Locum Clerk

Cllr. Loveridge stated that Deborah White, Secretary of ALCA, had confirmed that she had someone who could work alongside the Clerk, pending the recruitment of a new officer. A meeting had been arranged for the sub-committee to meet the candidate with Deborah White at the end of the week, so that a report could be made to Council.

b) Patchway Community Centre

The Committee noted that the planning consultant, Kit Stokes, had recommended that the Council should ask Venthams, structural surveyors, to carry out a structural survey of the community centre to ascertain whether building above the current building was feasible or whether a new building would be more viable. The structural surveyor had inspected the Centre and recommended digging trial holes. The Committee agreed unanimously, proposed Cllr. Butler, seconded Cllr. Martin to instruct T. M. Ventham to carry out a survey according to Preliminary Stage 1 of their proposal, which was circulated to those present. The Clerk was asked to publicise this decision on the Council's website, stating that the Council was very pleased to be moving forward on this project.

c) Financial Matters

The Clerk raised two financial items:

Bankline: The forms had been obtained from Nat West Bank to apply for two councillors to have access to the bank account to authorise salary and other online payments. This was one of the recommendations of the internal auditor and it was agreed that the two councillors should be Cllr. Martin and Cllr. Loveridge.

Accountancy Firm: The Committee agreed, as recommended by the internal auditor, to appoint DCK Accounting Solutions Ltd. to act as accountants to the Council to carry out the following duties: Review and check VAT returns for the last four years; Review accounting on a quarterly basis; One visit to check the analysis of the spreadsheets is converted into the same analysis and costs centres on Rialtas; carry out a pre-year end accounting health check and end of year closedown; assist with establishing and monitoring of the operation of appropriate

internal control procedures; prepare end of year accounts in appropriate format, in accordance with best practice, including preparation of all supporting audit trails and schedules sufficient to meet the requirements of the Council's auditors. The Committee noted that the cost for these services was calculated at £380 per day.

9. Date of next meeting

It was noted that the next meeting would be held on Tuesday 27 November at 7.30 p.m.