

PATCHWAY TOWN COUNCIL

**Minutes of the Council meeting held on 14 September 2010 at Callicroft House,  
Rodway Road, Patchway**

Present: Councillors E. Gordon J.P (in the Chair) )  
M. Grotzke )  
J. Thomas ) Coniston  
L. Gray ) Ward  
  
K. Dando )  
P. Cottrell )  
M. Richardson ) Callicroft  
Mrs C. Dando ) Ward  
Mrs L. Hodder )  
Mrs E. Orpen )  
  
B. Hopkinson Stoke Lodge Ward

**241/10. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Pomfret (illness), Martin (illness) and Alsop (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 telephoning the office.

**242/10. DECLARATION OF INTEREST**

The Chairman asked any member having a personal or prejudicial interest in a matter to be discussed to declare it during the meeting as specified in the Local Authorities (Model Code of Conduct) Order 2007 no. 1159.

**243/10. MINUTES**

The Minutes of the meeting held on 13 July 2010 and an additional confidential minute, which had been circulated, were approved as a correct record and signed by the Mayor.

## **244/10. MATTERS ARISING FROM THE MINUTES**

- a) Post Office: 124/09  
Cllr. Gray reported that he had been informed that negotiations between Spar and Post Office Counters on the terms and conditions of the agreement were still in progress but were taking longer than anticipated. Planning permission for the alterations to the shop had been obtained. If an agreement cannot be made for this site, the Hub building would still be possible but would mean a delay of a further twelve months.
- b) Youth Centre: 225/10  
The Council noted that, with the forthcoming government spending review and the knock-on effect on SGC, future development of Patchway Youth Centre was uncertain.
- c) Cllr. Geoff Woodley: 224/10  
Councillor Mrs Woodley thanked the Council Members for their kindness during her recent bereavement. She had appreciated very much the floral tribute and the attendance of so many at Geoff's funeral.
- d) Charlton Hayes exhibition: 231a/10  
It was noted that the exhibition on the creation of a linear park on the closed carriageway of Highwood Road, which had been attended by many Councillors and members of the public on 23 July, was now on display in the foyer of Callicroft House.  
Councillors expressed concern that this development was still being advertised by Bovis as being in Filton, despite the Council's protest. It was agreed to write again to Bovis, to inform SGC of the problem and to ensure that all publicity from the Town Council included a welcome to the new residents to Patchway.
- e) Closure of airfield at weekends: 220o/10  
As there was some confusion at the reason for the closure of the airfield to light aircraft clubs at weekends, it was agreed to ask BAe Systems for an explanation.

## **245/10. COMMITTEE REPORTS**

- a) Parks & Open Spaces Committee  
Cllr. Grotzke reported on the meeting of the Parks & Open Spaces Committee held on 22 July, the minutes of which had been circulated and which were endorsed by the Council.  
Cllr. Dando stated that provision of a pavement sweeper by SGC was still under discussion. If agreed, the maintenance of the machine would be the responsibility of the Town Council. Cllr. Mrs Dando requested that a sign be

erected stating that members of the public could use the toilets at the Council office during rebuilding of the library.

b) Planning & Transport Committee

Cllr Gray reported on the meeting of the Planning & Transport Committee held on 27 July, the minutes of which had been circulated, and which were endorsed by the Council.

Cllr. Dando reported that he had been to the opening of the new flats in Durban Road which were built to a very high standard. It was noted that the area of road outside the entrance needed repair due to the heavy vehicles using it during construction.

Councillors had welcomed the use by the 75 bus of its old route through Patchway during the closure of Coniston Road for construction of a speed hump. It was noted that the bus had used the dual carriageway rather than Rodway Road and it was agreed to ask SGC if this modified route had been less problematic for the bus company.

Issues raised concerning safeguarding of employment land in the Core Strategy were referred to the Planning Committee.

c) Finance Committee

Cllr. Gordon reported on the meeting of the Finance Committee held on 7 September, the minutes of which had been circulated, and which were endorsed by the Council.

It was agreed to ask SGC if they had a computer policy including a risk assessment which might be adopted by the Council.

d) Personnel Committee

Cllr. Gray reported in confidential session on a meeting of the Personnel Committee held on 7 September, the minutes of which had been circulated and which were endorsed by the Council.

## **246/10. CASUAL VACANCY**

As no request for an election had been received by South Gloucestershire Council, the Council was now able to co-opt to fill the vacancy.

Mr. Alan Garland was proposed by Cllr. K. Dando and seconded by Cllr. Woodley.

Mrs Eve Orpen was proposed by Cllr. Gray and seconded by Cllr. Grotzke.

Each of the candidates spoke for two minutes in support of their candidature.

Councillors then voted to support one of the candidates and each received 5 votes. The Chairman used his casting vote in support of Mrs Orpen.

The Chairman then welcomed Cllr. Orpen to the Council and she signed the Declaration of Acceptance of Office.

**247/10. CONISTON COMMUNITY CENTRE BUILDING PROJECT UPDATE**

A report on the current situation of the building project was circulated and noted. It was agreed that a letter of thanks for the donation of kitchen equipment by John Lewis plc. should be sent from the Council.

**248/10. PLAY POLICY**

The following draft had been circulated by the Chairman for discussion:

“Whether it is fun or serious play, polite or mischievous, children and young people love to play. It’s how they connect with the world around them and how they learn to value themselves and others.

Play is most often activity for its own sake, but it is also a vital preparation for the future. In Patchway we are taking play seriously; making play matter combines the ideas, experiences and energy of many different types of play provision across Patchway.

I believe through dialogue with voluntary agencies, the local community and the children and young people of Patchway, a play policy would be a benefit to everyone.”

There was a discussion on this topic and it was suggested that a working group should be set up which would report back to the Council.

Cllr. Hopkinson expressed his interest in a wider range of young people’s needs and in consulting with young people on their leisure interests. It was agreed that it would be helpful to produce a document which would list what facilities currently exist or are planned to aid discussion. Cllr. Dando would like to be part of this group.

It was suggested that the matter should be discussed further at the forthcoming meeting of the Scott Park Focus Group.

It was also noted that there would be speakers on detached youth work in Patchway at the next Council meeting.

As the time was 9.30 p.m., the Council agreed to suspend Standing Orders to complete business.

**249/10. CHARLTON HAYES WEBSITE**

There was a confidential discussion on the impact on the Town Council’s integrity by items included in a website named Charlton Hayes hosted by Cllr. Richardson but

including criticism of the Council. This could be easily confused with the official Charlton Hayes website hosted by Bovis Homes.

It was noted that the situation of confidentiality had already been referred to the Standards Board for investigation following concerns expressed at the last meeting.

## **250/10.        CORRESPONDENCE**

- a) The Council noted the invitation to Avon Local Councils Association: AGM and meeting of South Glos Area Group at Filton Folk House, 14 October 6.30 p.m. Councillors were asked to inform the Clerk if they were able to attend.
- b) The importance of a barrier for the cycle path from Britannia Road to Coniston Road was stressed and it was suggested that “Slow: major road ahead” signs should be erected. It was noted that the path would shortly close temporarily for widening, straightening and installation of additional lighting.
- c) Information from the Standards Board was available for Councillors who are Charitable Trustees. It was agreed to circulate this to all Members.
- d) The Council was sorry to note complaints from residents about noise from a wedding held at Patchway Community Centre in August and would refer these to the Community Association.
- e) It was noted that a meeting on the Joint Local Transport Plan was to be held on 24 September 10-12 at Thornbury. Members were asked to inform the Clerk if they were able to attend.
- f) Revised Local Planning Application Requirements: information from SGC was noted.
- g) The Council noted that the Police had arrested four teenagers for racist graffiti
- h) The Council was pleased to see photographs and a letter of thanks from SBCP for the Council’s help with painting underpass at Coniston Parade during the summer holidays to enable a mural to be painted by young people.
- i) A request for nominations for SG Sports Awards were referred to the Community Sports Association
- j) It was noted that the Joint Waste Core Strategy would be considered by a Planning Inspector from 16 November at Bristol Council House. Hearings would be open to the public.
- k) It was noted that a Councillors’ Training Course would be held on Wednesday

6 October at Whitchurch on “Engaging the Community and Communication”.

- l) Speakers for future Council meetings were agreed: October – International theme: Richard Clark on visit of Gauting pupils and Mark Seed on group of young people taken to France; November – Youth Outreach: Dream Scheme and Football Project
- m) The Council noted that Patchway Baptist Church has changed its name to Amberley Road Baptist Church.
- n) Police Authority had asked for nominations for Community Policing Awards by 30 November. It was agreed to nominate PCSO Pat Gardener.
- o) The Council noted the SGC autumn “Out and About” programme
- p) The Council noted an invitation to attend an Older People Working Together: Transport meeting on Tuesday 21 September at Downend, 9.30-1.30.
- q) The Railway Development Society newsletter had been received for information
- r) The Council agreed tree work on the common land at Patchway Common to cost £115.
- s) A letter from the Members Independent Remuneration Panel for Parish & Town Council allowances was referred to the Finance Committee.
- t) An invitation was noted to the Severn Estuary Forum on Friday 8 October in Bristol.
- u) A letter of thanks from the Wednesday Luncheon Club for the grant received was noted.

## **251/10. PLANNING APPLICATIONS**

Cllrs. Dando, Pomfret and Hopkinson asked for it to be noted that as members of the SGC Development Control West Committee, they could make comments but not express an opinion on any planning matter.

Cllr. Dando declared his prejudicial interest in the application for 53 Pretoria Road and left the meeting when it was being discussed.

The Council made no objection to the following applications:

Park Avenue,  
Aztec West

Conversion for Edge Church (now granted)

Texaco Garage, Gloucester Road	Portacabin for reception & canteen (retrospective)
1 Brookfield Road	Single storey detached annexe
53 Pretoria Road	Side and rear first floor extension
Kwik Fit Garage Gloucester Road	Single storey side extension for MOT testing
Charlton Hayes	Charlton Square reserved matters  Highwood Road design brief
10 Bourton Close	Timber framed canopy in rear garden (retrospective). Replacement of flat roof with pitched roof on existing single storey rear extension
Bus shelter opposite 278 Oaktree Crescent	Display of internally illuminated advertising panel
4 Painswick Avenue	Installation of front and rear dormers to facilitate loft conversion
10 Bevington Walk	Erection of rear conservatory
10 Amberley Road	Erection of single storey front extension with canopy to form porch and additional living accommodation
Dollard & Aitchison 4 Coniston Road	Display of one internally illuminated fascia sign and one internally illuminated projecting sign

The Council noted that the extension in the rear garden of 14 Elmore Road extension is permitted development.

The Council objected to the following application on the grounds that the extensions would be over-size, overbearing for the neighbours and not in keeping with the area:

171 Gloucestershire Road	Erection of single storey side and rear extensions to form additional living accommodation
--------------------------	---

**252/10. FINANCE**

The Council noted the following income received during August:

<b>From Whom Received</b>	<b>Particulars of Receipt</b>	<b>Total</b>
Southern Brooks Community Partnership	Hire of Callicroft House (14 July)	19.00
Patchway Chess Club	Hire of Casson Centre	10.00
Blooming Buds Mother and Toddler Group	Avenue rent (w/c 12 Jul)	45.00
Various	Photocopying charges	10.00
Shelter	Rent of Callicroft House offices, Q1	828.25
South Gloucestershire Council	Rent of Casson Centre (Jun-Aug)	1,254.63
HM Revenue & Customs	VAT refund (Apr-Jun '10)	6,573.01
South Gloucestershire Council	Community compost worker payment	2,202.20
South Gloucestershire Council	Refund of rates on Cranbourne Road toilets	440.72
Brazil FC	Hire of football pitches (Sep '09-May '10)	754.00
Various	Avenue payphone	1.20
<b>Total:</b>		<b>£12,138.01</b>

The Council noted the following income received during September:

<b>From Whom Received</b>	<b>Particulars of Receipt</b>	<b>Total</b>
Creative Memories	Hire of Casson Centre (10 July)	36.00
Patchway Chess Club	Hire of Casson Centre (2 Sep)	10.00
Western Power Distribution	Wayleave payment (ref. 1503156)	3.48
Stoke Lodge Neighbourhood Watch	Photocopying: 850 double-sided A4	51.00
Blooming Buds Mother and Toddler Group	Avenue rent (w/c 6 Sep)	45.00
Patchway Chess Club	Hire of Casson Centre (16 Sep)	10.00
Patchway Cricket Club	Hire of Cricket Pitch (2010)	1,102.50
<b>Total:</b>		<b>£1,257.98</b>

The Council noted the following direct debits paid during August:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Total</b>
Arval UK Ltd	Diesel for vans (Jul)	95.00
Arval UK Ltd	Diesel for van (X935 CAE)	51.00
Arval UK Ltd	Diesel for van (X935 CAE)	50.00
<b>Total:</b>		<b>£ 196.00</b>



The Council noted the following expenditure approved at the Planning and Transport Committee, 27 July 2010:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Total</b>
Staff	July salaries	11,932.77
Bath and Northeast Somerset Council	Pension contributions (Jun '10)	2,608.93
	Pension contributions (Jul '10)	2,667.46
British Gas Business	Gas at Scott Park (Apr-Jul)	84.82
Canon UK Ltd	Contract management (Apr-Jul)	300.35
The Consortium	Laminating pouches	21.13
	Drawing pins	2.69
	Refuse bags and toilet paper	42.23
George Carr & Sons Ltd	New hedge cutter and power unit, and replacement blades	879.85
HM Revenue & Customs	PAYE (July '10)	4,269.23
	Mistaken inclusion of Chair's Allowance	-105.71
	Less overpayment from 2009-10	-105.72
Melhuish & Saunders Ltd	Coniston Community Centre building works	42,042.15
Orange Personal Communications Services Ltd	Mobile phone bill (Jun)	181.90
PHS Group plc	Sanitary disposal at Callicroft House (Aug '10-Aug '11)	152.10
	Sanitary disposal at Avenue Pavilion (Aug '10-Aug '11)	152.10
PRO Structures Ltd	Structural engineering services at Coniston	865.00
Sevenside Transport Ltd	Minibus provision to Yate	70.00
South Gloucestershire Council	Centrex phone bill (Apr-Jun)	216.20
South Gloucestershire Council	Attachment of earnings order	142.30
Stoke Lodge Primary School	Grant: Expenses for schools' Twinning visit	375.00
E Gordon	Balance of Chair's Allowance	102.64
M Winter	Travelling expenses	18.76
	<b>Total:</b>	<b>£66,916.18</b>

The Council agreed the following expenditure incurred during August:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Total</b>
Staff	August salaries	13,163.69
Melhuish & Saunders Ltd	Coniston Community Centre building works	75,935.42

Advanced Security Systems Ltd	Installation of panic alarm in Casson Centre	193.87
Arval UK Ltd	Diesel for van (X935 CAE)	51.00
Arval UK Ltd	Diesel for van (X935 CAE)	50.00
Bath & Northeast Somerset Council	Pension contributions (Aug '10)	2,667.46
Brandon Hire plc.	Allotment toilet hire (July)	270.25
Bristol Key & Security	Casson Centre key copies	38.00
Bristol Wessex Billing Services Ltd	Water and sewerage at Casson Centre	160.39
Bristol Wessex Billing Services Ltd	Water and sewerage at Callicroft House	123.44
Bristol Wessex Billing Services Ltd	Water and sewerage at Scott Park Pavilion	127.69
Bristol Wessex Billing Services Ltd	Water and sewerage at Cranbourne Road toilets	103.99
Bristol Wessex Billing Services Ltd	Water and sewerage at The Parade toilets	224.92
BT Payment Services Ltd	Payphone at Patchway Common Pavilion	172.75
The Consortium	Plain paper and document folders	61.27
	Cleaning supplies	98.37
	White aerosol paint (line marking)	44.42
Countrywide Farmers plc.	Work boots, hi-viz jacket, ear defenders	67.47
Four Towns & Vale Link Community Transport	Storage boxes	46.10
Halcrow Yolles	Engineering services at Coniston Phase 2	1,062.55
Hanham Motor Company	Repair of van exhaust (X935 CAE)	72.85
Hi-Q Tyre Services	Mower tyre repair	69.56
HM Revenue & Customs	PAYE (August '10)	4,471.10
Ionet Systems Ltd	Server and workstations for office	2,382.90
Mr M Dark	Window cleaning at Callicroft House	56.00
	...at Patchway Common Pavilion	35.00
	...at the Casson Centre	14.00
Orange Personal Communications Services Ltd	Mobile phone bill (July)	189.45
Patchway Autoparts	Cable ties	5.88
	White spirit	5.36
PRO Structures Ltd	Structural engineering services at Coniston Phase 2	575.00
Sol Media	Town Council website redevelopment	1,000.00

South Gloucestershire Council	Attachment of earnings order	142.30
Standfast (Bristol) Ltd	CCTV maintenance	47.00
Stow Associates	Quantity surveying, administrator and design plotting for Coniston Phase 2	4,700.00
TH White Ltd	Repair mower fuel fault	254.98
Virgin Media Payments Ltd	Broadband Internet at Callicroft House (Aug-Sep)	35.25
<b>Total:</b>		<b>£108,719.68</b>

The Council agreed the following expenditure incurred during September to date:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Total</b>
Brandon Hire plc.	Allotment toilet hire (Aug)	270.25
Building Supplies (Patchway) Ltd	Concrete blocks and building sand	71.63
The Consortium	Disinfectant and hand towels	27.94
	2011 diaries	7.93
Daniel Contractors Ltd	Standpipe hire	202.10
	Deposit refund	-58.75
Iron Acton Forge	Repair to skateboard ramp	100.00
Mogford Prescott Ltd	Fix lights in Cranbourne WCs	47.94
	Service Scott Park boiler, repair showers, and perform PAT	1,425.91
	Service Callicroft House boiler and perform PAT	542.03
	Service Patchway Common boilers and cooker, repair urinal, and perform PAT	609.52
	Service Casson Centre boiler, re-render external wall, and perform PAT	1,461.12
	Central heating maintenance at Casson Centre	3,363.88
Orange Personal Communications Services Ltd	Mobile phone bill (August)	203.71
TH White Ltd	Fuel pump repair to mower (951D)	367.12
Virgin Media Payments Ltd	Broadband Internet at Callicroft House (Sep-Oct)	35.25
Bristol BMX Club	Grant: Track maintenance	500.00
Relate (Avon)	Grant: Subsidised support	274.00
South Glos Senior Citizens Forum	Grant: Newsletter production	150.00
Southern Brooks Community Partnership	Grant: Core funding	12,000.00
Mrs L Hamid	Clerk's expenses:	

Tower bolt	4.78
Vacuum attachment	14.95
Toilet paper holder	4.98
Paint, timber and fencing supplies and wood preservative	180.58
Milk (for meetings)	0.91
Fencing supplies	70.36
Postage	16.28
Total:	<b>£21,904.40</b>

**253/10.      DATE OF NEXT MEETING**

The Council noted that the date of the next meeting would be Tuesday 12 October and that it would commence with Public Question Time and speakers on Detached Youth Work in Patchway.