

PATCHWAY TOWN COUNCIL

**Minutes of the Council meeting held on 9 November 2010 at Callicroft House,  
Rodway Road, Patchway**

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

**267/10. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

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.

**268/10. 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. He stated that a Declaration of Interest should also be made by the Clerk if she had an interest in any organisation being discussed by the Council.

Cllr. Woodley reported that she was now on the Board of Merlin Housing Society.

**269/10. MINUTES**

The Minutes of the meeting held on 12 October, which had been circulated, were approved as a correct record and signed by the Mayor.

**270/10. MATTERS ARISING FROM THE MINUTES**

a) Post Office: 124/09

Cllr. Gray reported that he had spoken to the Manager of Spar in Rodway Road and was delighted to report that the contract had now been signed by him and he was awaiting signature by Post Office Counters. The Manager requested publicity in Patchway People that he hoped to open the Post Office at the rear of the Spar shop in January.

b) Youth Development Committee: 248/10

The Chairman reminded members that the first meeting of this committee would be held on Monday 15 November at 6.30 p.m.

c) Play Policy: 248/10

The Council was happy to accept the offer of Michael Follett to lead a workshop in January to help the Council draw up a Play Policy.

d) Poppy Appeal: 263e/10

Councillors noted that the Remembrance Day Parade would leave Waterside Drive on Sunday 21 November at 10.15 a.m. and agreed to make the usual donation of £100 to the Poppy Appeal.

e) Cycle Paths: 255/10

Councillors were concerned that children using the new cycle crossing of Coniston Road at Waterside Drive were not checking to see if it was safe to cross and asked if warning signs could be erected.

Councillors noted that a site visit would be held on 18 November at 10.30 a.m. at the cycle path from Britannia Road to Coniston Road.

**271/10. COMMITTEE REPORTS**

a) Planning & Transport Committee

Cllr Gray reported on the meeting of the Planning & Transport Committee held on 26 October, the minutes of which had been circulated, and which were endorsed by the Council. Cllrs Mr & Mrs Dando declared their interest in the planning application for 53 Pretoria Road and Cllr. Martin declared her interest in the application for 10 Bevington Walk.

b) Parks & Open Spaces Committee

Cllr. Grotzke reported on a special meeting of the Parks & Open Spaces Committee held immediately before the meeting to discuss the cost of ground works for improvements to the allotment shed. The Committee had agreed to use funds from other headings in its budget to fund the balance of £7,234, noting that the allotments society would be meeting the majority of the cost at £15,000. This decision was endorsed by the Council.

c) Finance Committee

Cllr. Gordon reported on the meeting of the Finance Committee held on 2 November, the minutes of which had been circulated, and which were endorsed by the Council.

The Council discussed the recommendations made by the Finance Committee concerning Patchway Community Association. Cllr. Orpen (Chairman) and Cllr. Gray (Life Member) declared their interest and took no part in the discussion or voting. The following decisions were made:

- i) It was agreed to pay the remainder of the £3,000 grant to the Association.
- ii) It was agreed that the accountants should complete the year they were working on but should not carry out work on earlier years.
- iii) The accounts should continue to be audited by a qualified accountant
- iv) The Council would pay for the guttering repairs in the sum of £3,186.

In response to a question on heating problems, Cllr. Orpen reported that the Association's two new boilers were under warranty and minor adjustments were being carried out to the pressure levels.

**272/10. VICE-CHAIRMAN**

Cllr. Gray proposed a resolution that the Council should elect a Vice-Chairman as required by Standing Orders.

Cllr. Hopkinson proposed that Cllr. Thomas should be elected as Vice-Chairman and this was seconded by Cllr. Grotzke. As there were no other nominations, the Chairman put the motion to the vote and it was carried unanimously.

The Chairman then presented Cllr. Thomas with his badge of office.

**273/10. CONISTON COMMUNITY CENTRE BUILDING PROJECT UPDATE**

A report on the current situation of the building project was circulated and noted. It was suggested that a tour of the community centre should be arranged for all Councillors so they could see the progress of the building.

The Council was concerned that extra expenditure on accommodation works for the Labour Club had pushed the project over budget and noted that the Council might need to look at the budget again if other unforeseen expenditure arose.

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

#### **274/10.        MEMBERS ALLOWANCES**

The Council noted the recommendation from the Finance Committee that a recommendation should be made to the SGC Members Remuneration Panel that Allowances for Councillors from 2011 should be £1,500 for Members and £2,000 for the Chair.

After discussion, it was agreed by a vote of 10-2 that the recommendation to the Remuneration Panel should be for an allowances for Councillors of £1,000 and £1,500 for the Chair. It was emphasised that making this recommendation did not bind a future Council but gave it the opportunity to pay allowances if it wished.

An amendment that the recommendation should be £500 for Councillors and £1,000 for the Chair was lost by 5-6 with 1 abstention.

#### **275/10.        CORRESPONDENCE**

- a) The Council was pleased to note a letter from the Mayor of Gauting inviting Councillors to visit Gauting in May 2012 for the celebration of the 10<sup>th</sup> Anniversary of the Twinning Charter.
- b) Councillors noted that there had been complaints from residents at the closure of Cranbourne Road due to construction works for the Hub but that the road would re-open on Thursday.
- c) The Council noted the SGC campaign for volunteers to become community organisers.
- d) The Council noted that residents had dumped soil and turf on Patchway Common field from a house in Oaktree Crescent but that the Clerk had written requesting its removal within 21 days.
- e) The Council noted the Draft Core Strategy progress.
- f) The Council was pleased to note four letters of thanks for grants received.

- g) The Four Towns Play Scheme report for 2010 had been received for information.

## **276/10. PLANNING APPLICATIONS**

The Council made no objection to the following planning applications:

|                   |   |
|-------------------|---|
| 1 Thirlmere Road  | Single storey side extension<br>for single garage |
| 31 Cavendish Road | Detached bungalow<br>(resubmission)               |

The papers for the following application had not been received in error and consideration was referred to the Planning Committee on the understanding that the deadline for comment would be extended by SGC.

|                 |                                     |
|-----------------|-------------------------------------|
| 93 Bradley Road | Single storey side & rear extension |
|-----------------|-------------------------------------|

## **277/10. FINANCE**

### **Audit Report**

The Council was pleased to note the external auditor's report for the year ended 31.3.10. which stated that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

### **Approval for loan from Public Works Loan Board**

The Council noted a paper giving the background to the loan agreed by the Council in March 2010 for Phase 2 of Coniston Community Centre of £200,000. The estimated repayment cost for a fixed rate loan of £200,000 at the rate of 4.64% would be £17,187 for the first year, reducing by £185 p.a. for a period of 25 years.

It was proposed that the Clerk investigate the terms payable for different periods in order that the loan might be discharged in a shorter period.

The Council agreed to defer this item for further information.

The Council noted the following income received:

| <b>Received from whom</b>              | <b>Particulars of receipt</b>      | <b>Amount</b> |
|--|------------------------------------|---------------|
| Big Lottery Fund                       | Grant payment for Coniston Phase 2 | 77,315.00     |
| Miscellaneous public                   | Photocopying                       | 9.18          |
| Blooming Buds Mother and Toddler Group | Avenue rent (w/c 11 Oct)           | 45.00         |

|  |                                  |                    |
|--|----------------------------------|--------------------|
| Blooming Buds Mother and Toddler Group | Avenue rent (w/c 18 Oct)         | 45.00              |
| Southern Brooks Community Partnership  | Lighting tokens                  | 10.00              |
| South Gloucestershire Council          | Aiming Higher garage conversion  | 24,500.00          |
| HM Revenue & Customs                   | VAT refund (Jul-Sep)             | 43,379.09          |
| Shelter                                | Rent Q2 2010-11 (plus Oct '10)   | 1,197.67           |
| Stoke Bishop Dog Club                  | Hire of Patchway Common Pavilion | 36.00              |
| Blooming Buds Mother and Toddler Group | Avenue rent (w/c 1 Nov)          | 45.00              |
| C McCloud                              | Mobile phone recharge (balance)  | 16.67              |
| C McCloud                              | Mobile phone recharge            | 24.02              |
| C McCloud                              | Mobile phone recharge            | 1.36               |
| Wheatpatch Club                        | Avenue rent (Jul-Sep 2010)       | 1,216.00           |
| Blooming Buds Mother and Toddler Group | Avenue rent (w/c 8 Nov)          | 45.00              |
| Bristol Pistols FC                     | Lighting tokens                  | 20.00              |
| Miscellaneous public                   | Photocopying                     | 5.20               |
| <b>Total</b>                           |                                  | <b>£147,910.19</b> |

The Council noted the following direct debits:

| <b>Paid to whom</b>     | <b>Particulars of payment</b> | <b>Amount</b>     |
|-------------------------|-------------------------------|-------------------|
| Arval UK Ltd            | Van diesel (WR55 LGU)         | 50.03             |
| Arval UK Ltd            | Annual card fee               | 17.63             |
| Public Works Loan Board | Loan repayment                | 15,474.00         |
| <b>Total</b>            |                               | <b>£15,541.66</b> |

The Council agreed the following cheques signed at other meetings:

| <b>Paid to whom</b>                 | <b>Particulars of payment</b>            | <b>Amount</b>     |
|-------------------------------------|--|-------------------|
| Bath and Northeast Somerset Council | Pension contributions (Sep)              | 2,667.46          |
| Melhuish & Saunders Ltd             | Coniston Community Centre building works | 70,859.74         |
| <b>Total</b>                        |  | <b>£73,527.20</b> |

The Council agreed the following expenditure:

| <b>Paid to whom</b>                 | <b>Particulars of payment</b>         | <b>Amount</b> |
|-------------------------------------|---------------------------------------|---------------|
| Avoncrop Amenity Products Ltd       | Loam and grass seed for cricket pitch | 269.41        |
|                                     | Credit: Loam not wanted               | -81.78        |
| Bath and Northeast Somerset Council | Pension contributions (Oct)           | 2,667.46      |
| British Gas Business                | Gas at Scott Park (Jul-Oct)           | 60.34         |

|  |  |           |
|--|--|-----------|
| British Gas Trading Ltd                    | Gas at Casson Centre (Jun-Oct)   | 86.34     |
| The Consortium                             | Mop head   | 7.04      |
|  | Mop heads  | 18.76     |
|  | Notice board velcro and correction fluid                                   | 11.73     |
|  | Pens   | 7.02      |
|  | Black bags and toilet rolls  | 66.84     |
| Countrywide Mobility Services Ltd          | Disabled toilet hand rails   | 129.96    |
| Dominic Taylor Architecture and Design Ltd | Architectural services for Coniston Phase 2                                | 3,000.00  |
| GWE Business West Ltd                      | Membership of Chambers of Commerce   | 111.63    |
| HM Revenue & Customs                       | PAYE (Oct '10)   | 4,263.63  |
| Iron Acton Forge and Stables               | Fit gas meter grill at Scott Park and repair rear gates at Patchway Common | 200.00    |
| M A Poole                                  | Cabinet relocation at Coniston   | 45.00     |
| Mazars                                     | Annual audit (2009-10)   | 2,291.25  |
| Orange                                     | Mobile phone bill (Oct)  | 183.30    |
| PRO Structures Ltd                         | Structural engineering services for Coniston Phase 2                       | 187.50    |
| Robert Acton Product Developments          | Litter pickers   | 55.23     |
| South Gloucestershire Council              | Attachment of earnings order   | 48.26     |
| Standfast (Bristol) Ltd                    | Rodway Road CCTV maintenance   | 44.65     |
| Standfast (Bristol) Ltd                    | Additional labour  | 55.81     |
| TH White Ltd                               | Mower blade belt   | 97.82     |
| Tincknell Fuels Ltd                        | Red diesel for machinery   | 696.78    |
| Mr E Gordon                                | Childcare reimbursement  | 150.00    |
| Various (staff)                            | Staff salaries   | 12,004.57 |
| Brandon Hire Plc                           | Allotment toilet hire (Oct)  | 270.25    |
| Bristol Key & Security                     | Padlocks for Patchway Common   | 79.13     |
|  | Credit: Returned padlocks  | -52.31    |
| Building Supplies (Patchway) Ltd           | Materials for milestone wall   | 110.70    |
| BT Payment Services Ltd                    | Payphone at Patchway Common  | 142.85    |
| Canon UK Ltd                               | Photocopier contract management (Jul-Oct)                                  | 92.87     |
| The Consortium                             | Copier paper   | 54.26     |
|  | Cleaning supplies  | 75.66     |
|  | Toilet paper   | 9.39      |
| Countrywide Farmers Plc                    | Work boots and gloves  | 47.97     |
| Fencing Services Ltd                       | Maintenance of perimeter fence at Scott Park                               | 7,050.00  |

|   |   |                   |
|---|---|-------------------|
|   | Repairs to hardcourt fence  | 1,360.65          |
| Halcrow Group Ltd   | Mechanical and electrical engineering services for Coniston Phase 2 | 1,925.04          |
| Lumalite Ltd  | Christmas lights  | 270.25            |
| South Gloucestershire Council                             | Centrex bill (Jun-Sep)  | 219.03            |
| Stow Associates Ltd                                       | Contract administration for Coniston Phase 2                        | 3,525.00          |
| TH White Ltd  | Mower annual service  | 1,375.61          |
| Virgin Media Payments Ltd                                 | Broadband at Callicroft House                                       | 35.25             |
| Wilmott Building  | Scott Park garage conversion  | 15,000.00         |
| WPS   | Motor insurance renewal   | 667.70            |
| Coniston Community Association (Patchway Watercolourists) | Grant: Group promotion  | 300.00            |
| Old Patchway Pensioners (Friday) Club                     | Grant: Christmas luncheon   | 500.00            |
| Patchway Minibus Committee                                | Grant: Vehicle insurance and maintenance                            | 600.00            |
| Patchway People Newsletter                                | Grant: Printing   | 2,500.00          |
| Patchway, Filton and The Stokes Volunteer Bureau          | Grant: IT and supervisor support                                    | 1,000.00          |
| Stoke Lodge Neighbourhood Watch                           | Grant: Meeting and newsletter costs                                 | 300.00            |
| Mrs L Hamid   | Clerk's expenses  |                   |
|   | Radar lock for Scott Park disabled toilet                           | 186.83            |
|   | Security software renewal   | 61.99             |
|   | Treated timber and paint for bench repairs                          | 199.40            |
|   | Postage   | 39.30             |
|   | <b>Total</b>  | <b>£64,625.37</b> |

**278/10. DATE OF NEXT MEETING**

The Council noted that the date of the next meeting would be Tuesday 14 December and would commence with Public Question Time.