

PATCHWAY TOWN COUNCIL

**Minutes of a meeting of the Council held on 14 June 2011 at Callicroft House, Rodway Road, Patchway**

Present: Councillors E. Gordon J.P. (in the Chair )  
M. Grotzke ) Coniston  
C. Mills ) Ward  
Miss R. Thorne )  
Mrs E. Martin )  
  
M. Greensword )  
P. Cottrell )  
Mrs E. Orpen ) Callicroft  
J. Moore ) Ward  
D. Tiley )  
K. Walker )  
S. Scott )

**69/11. PUBLIC QUESTION TIME**

Rebecca Strong of Stoke Lane asked when the seat would be fitted into the new bus shelter on Stoke Lane. The Clerk stated that this was on order and should be fitted within two weeks.

Lew Gray of Coniston Road asked the Council to consider carrying out a survey of Stoke Lodge residents' views in advance of the Boundary Commission review which may recommend that Stoke Lodge and Patchway Common move into Bradley Stoke. The Chairman stated that the Council would discuss this subject.

**70/11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Alsop (working).  
Cllr. Walker arrived late due to work commitments.

Cllr. Hopkinson had sent an email stating that he and Cllr. Pomfret could not attend the meeting but no reason was given. The Council asked the Clerk to draw these Councillors attention to the Standing Orders referred to in the following paragraph.

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.

**71/11.            DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman stated that any member having a personal or prejudicial interest in a matter to be discussed should 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.

**72/11.            MINUTES**

The Minutes of the meeting held on 10 May 2011, which had been circulated, were approved as a correct record and signed by the Mayor.

**73/11.            MATTERS ARISING FROM THE MINUTES**

- a)    Committee Membership & Representation on Outside Bodies: 60/11  
It was noted that Cllr. Thorne would be replaced by Cllr. Tiley on the Planning & Transport Committee.  
Cllrs. Tiley and Mills agreed to join the Almondsbury Joint Burial Committee.
  
- b)    Opening of Coniston Community Centre: 63/11  
Many Members had been present at the opening of the new community centre on 9 June and it was agreed that it was a very enjoyable occasion. Press coverage of the event was circulated.
  
- c)    Report on Annual Town Meeting: 64/11  
A report was given on this meeting, which had not been well attended. The Chairman had highlighted the important points of the Annual Report, new representatives had been elected on the Advisory Committees for Patchway Common and Scott Park and questions had been taken from the public. A request for better lighting at the approach to Patchway Common Pavilion was referred to the Parks & Open Spaces Committee for consideration. A request was also made for more community events at the Baptist Church Hall.
  
- d)    Skateboard Area at Patchway Common: 65c/11  
In response to a request from local young people, a site visit to the skateboard area at Patchway Common had been arranged for Thursday 16 June at 5.30 pm and any interested Councillors were welcome to attend.

- e) Meeting on Acoustic Fence along motorway bund: 65f/11  
The Council was pleased to note that Jack Lopresti had agreed to attend this meeting on 15 July. Invitations had also been sent to SGC, the Highways Agency and the local residents action group.

**74/11. REPORTS FROM COMMITTEES**

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- a) Cllr. Gordon to introduce Planning Committee minutes held on 24 May circulated on blue paper.
- b) Cllr. Grotzke to introduce Parks & Open Spaces minutes held on 26 May circulated on pink paper.
- c) Cllr. Gordon to introduce Finance Committee minutes held on 7 June circulated on white paper.

**75/11. PATCHWAY GUIDE**

The Council usually reprints the Patchway Guide after every election.  
A quotation has been obtained for £3,411 for 6,000 copies.  
Comments from Councillors are invited.

**76/11. PATCHWAY COMMUNITY CENTRE**

See minutes of Finance Committee. Also report of meeting with architect last week.

**77/11. CORRESPONDENCE**

- a) Britannia Road reconstruction works 13 June to 1 July
- b) Safer & Stronger Group meeting 21 July 7 pm, Coniston Community Centre
- c) Letter of thanks for grant from Patchway Community Association
- d) Letter from Patchway Community College re University Technical College.
- e) 75 bus route
- f) SG Environment Forum, Wednesday 15 June 7-9 at Winterbourne
- g) Open Day at Charles England House, 27 June, 3-5 pm
- h) North Bristol NHS Trust newsletter
- i) Older People Working Together meeting 29 June 9.45 at Coniston Community Centre
- j) Local Council Review: quarterly publication
- k) Flats Recycling Request
- l) New lease for Pretoria Road Allotments Society
- m) Bank Mandate forms for new Councillors

- n) Patchway & District Chamber of Trade meetings
- o) A38 part night lighting in Patchway Town Council
- p) Photographer

**78/11. PLANNING APPLICATIONS**

The Council made no objection to the following planning applications:

Report on objections to Street Trading application.

51 Fairford Crescent	Extension to existing front dormer window
174 Gloucester Road	Division of house into 2 flats
60 Eagle Drive	Rear conservatory
9 Shellmor Close	Outline application for detached bungalow
6 Amberley Road	Front porch

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

**79/11. FINANCE**

- a) To agree the Annual Accounts prior to audit

The Council approved the Annual Return summarising the financial activities of the Council for the year ended 31.3.11. This included the accounting statements, the annual governance statement and the annual internal audit report. The first two statements were signed by the Chairman and Clerk. The third statement had been signed by the internal auditor.

- b) To note income and approve accounts for payment

The Council noted the following income received:

<b>Received from whom</b>	<b>Particulars of receipt</b>	<b>Amount</b>
Almondsbury Athletic FC	Hire of football pitches	360.00
Arena Arts Devt. Group	Steel sculpture project	500.00
Patchway Town FC	Hire of football pitches	2,766.00
Bristol Pistols FC	Hardcourt hire	288.00
Misc. public	Photocopying	22.00
Rolls Royce FC	Hire of football pitches	360.00
Play Days Pre-school	Patchway Common Pavilion rent	160.00

Patchway Sports & Social Club	Ground rent (1 <sup>st</sup> quarter)	2,959.13
Patchway Chess Club	Casson Centre hire	100.00
Stoke Lodge Neighbourhood Watch	Photocopying	68.00
<b>Total</b>		<b>£7,583.13</b>

To note the following direct debits:

<b>Paid to whom</b>	<b>Particulars of payment</b>	<b>Amount</b>
Arval UK Ltd	Diesel for van and petrol for hand tools	172.93
<b>Total</b>		<b>£ 172.93</b>

To approve the following expenditure:

<b>Paid to whom</b>	<b>Particulars of payment</b>	<b>Amount</b>
Post Office Ltd	Van tax (X935 CAE)	215.00
Mr A Richards	Wages	574.07
Mr M Dodd	Wages	44.68
		-108.00
The Consortium	Black bags, key tags, paper clips and gloves	59.79
	Coloured paper	38.14
	Laminating pouches	26.38
	Folders	23.48
	Copier and coloured paper	90.95
Fleet (Line Markers) Ltd	Line marker parts	24.37
FRS Countrywear Ltd	Groundstaff uniform	61.72
HM Revenue & Customs	PAYE (May '11)	4,541.83
Mogford Prescott Ltd	Roof repair at Patchway Common Pavilion	953.54
	Unblock toilet and fit cooker part at Casson Centre	217.56
	Repair of cupboard door and lock, and security lamps at Patchway Common Pavilion	186.98
	Stop tap repair	101.28
	Repair of burst pipe, door frame and hot water tap at Scott Park Pavilion	262.32
	Roof repair and external light testing at Callicroft House	1,697.51
NALC	LCR subscription	48.00
Orange	Mobile phone bill (May–Jun)	24.32
PML Signs	Signs for Coniston	1,548.00

South Gloucestershire Council	Attachment of Earnings Order payment	133.35
South Gloucestershire Council	Rent of land near Coniston Primary	50.00
South West Regional Board	Associate membership fee	324.00
Tincknell Fuels Ltd	Diesel for tractors/mowers	797.58
Virgin Media Payments Ltd	Broadband at Callicroft House (Jun–Jul)	36.00
S Watkins	Chair's photograph	40.00
Avon Local Councils' Association	Member training	195.00
Brandon Hire Plc	Hire of allotment toilet	132.00
Bristol Key & Security	Key copies	8.00
	Padlocks for Blakeney Road Allotments	21.94
The Consortium	Printer cartridges	35.64
	Envelopes and sellotape	21.10
	Cleaning materials	87.47
Countrywide Farmers Plc	Work boots, weed killer and barbed wire	135.16
Daniel Contractors Ltd	Hire of standpipe	132.00
	Credit: Deposit	-60.00
HiQ Tyreservices	Repair of mower tyre	48.00
	Replacement mower tyre inner tube	77.04
HMC Patchway	Service of van (X935 CAE)	150.00
Ionet Systems Ltd	Installation of network link to ground floor	168.00
IRIS Business Software Ltd	Payroll software renewal	300.00
Mogford Prescott Ltd	Drain clearing, roof repairs, and hand dryer installation at Casson Centre	2,483.62
NALC	Communities in Action conference	117.00
Orange	Mobile phone bill (Jun–Jul)	26.79
Standfast (Bristol) Ltd	Annual CCTV maintenance (2011–12)	353.14
TH White Ltd	Repair of tractor indicator	62.10
	Replacement mower deck motor	1,168.97
Uphill & Son Ltd	Repair of tractor bucket	1,019.80
Whitehall Printing Co (Avon) Ltd	Printing of Town Council News newsletter	300.00
Bristol BMX Club	Grant: Resurfacing materials	500.00
Four Towns Play Association	Grant: Core costs	5,000.00
Patchway Garden Society	Grant: Best Kept Allotment and Patchway in Bloom competition prizes	260.00
PHAB Patchway	Grant: Running expenses	300.00
South Glos. Senior Citizens Forum	Grant: Newsletter production	200.00

Wednesday Luncheon Club	Grant: Running expenses	600.00
M Dark	Window cleaning at Callicroft House	56.00
	...at Patchway Common Pavilion	35.00
	...at the Casson Centre	14.00
E Gordon	Chair's allowance	500.00
R Thorne	Travel expenses	13.00
L Hamid	Clerk's expenses	
	Paint for bus shelters and bins	14.26
	Service of vacuum cleaner	33.18
	Fluorescent lights	67.78
	Vacuum attachment	14.95
	Milk for meetings	0.89
	Batteries for bank card reader	6.00
	Wasp killer foam	9.16
	Flowers for hanging baskets and WD40	25.14
	Wine and orange juice for Coniston opening	123.59
	Printer ink cartridges	33.90
	Decorations for Coniston opening	8.76
	Credit: Returned wine	-35.94
	Vacuum attachment	19.95
	Postage	177.25
Council staff	Salaries (May)	12,780.99
	<b>Total</b>	<b>£42,323.49</b>

**80/11. DATE OF NEXT MEETING**

The Council noted that the date of the next meeting would be Tuesday 12 July and that, before the business, there would be speakers from Merlin Housing Society.