

PATCHWAY TOWN COUNCIL

Minutes of a meeting of the Council held on 12 June 2012 at Callicroft House, Rodway Road, Patchway.

Present:	Councillors	C. Mills (in the Chair))	Coniston
		E. Gordon J.P)	Ward
		Mrs E. Orpen)	
		P. Cottrell)	Callicroft
		D. Tiley)	Ward
		J. Moore)	
		S. Scott)	
		K. Walker)	
		M. Greensword)	
		A. Alsop)	Stoke Lodge
		B. Hopkinson)	Ward
		Ms S. Pomfret)	

73/12. REPORT ON VISIT TO GAUTING FOR 10TH ANNIVERSARY OF TWINNING CHARTER

The Council welcomed representatives of the group of young people who had attended this event in Germany in May. The young people explained how much they had enjoyed the visit and the discussions held on how to involve young people of all three twin towns in future meetings.

Cllr. Orpen added a report on the official celebrations and stated that the Mayor of Gauting had appreciated the framed photograph of a plane manufactured in Patchway with fuel pumps manufactured in Gauting, which was presented on behalf of the Council. It was noted that representatives of Patchway would be invited to Clermont in May 2013 for a celebration of 40 years of twinning between Clermont and Gauting.

74/12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Thorne (working), Martin (ill) and Grotzke (ill).

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.

75/12. DECLARATIONS OF INTEREST

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.

76/12. MINUTES

The Minutes of the meetings held on 8 May and 15 May, which had been circulated, were approved as a correct record, proposed K. Walker, seconded S. Scott, and signed by the Chairman, with a correction to page 225, line 13 – delete “could close” and replace with “as being incomplete”.

77/12. MATTERS ARISING FROM THE MINUTES

- a) Children & Young People’s Review by South Gloucestershire Council
The Council noted that the agreed comments had been submitted and an Expression of Interest for the Youth Centre had been presented to SG officers the previous day.

- b) Cemetery Working Group
The Chairman reported that the second meeting of this Group had been cancelled but that discussions were on going.

- c) Jubilee Mugs
It was noted that the mugs had been presented to all children in the Reception Classes of each of the Primary Schools in Patchway, as previously agreed. The Chairman stated that there were additional mugs available if Councillors wished to purchase them.

78/12. MESSAGE TO HER MAJESTY THE QUEEN

The Chairman proposed that the following message should be sent to H.M. The Queen and this was unanimously supported by all present:

“Patchway Town Council congratulates Her Majesty on her Diamond Jubilee celebrating sixty years of service to the nation. Patchway Town Council was pleased to light a beacon in honour of this occasion and to present crested mugs to all 207 of the children who started school this year in our five primary schools”.

79/12. REPORTS FROM COMMITTEES

a) Planning & Transport Committee

Cllr. Mills presented the minutes of the meeting held on 22 May which had been circulated and which were endorsed by the Council.

It was noted that SGC would not be taking a decision on Shellmor Avenue until their September meeting. Cllr. Hopkinson stated that the delay had been caused by officers not preparing their report due to changes in staffing and that this was very disappointing.

b) Parks & Open Spaces Committee

Cllr. Greensword presented the minutes of the meeting held on 24 May which had been circulated and which were endorsed by the Council.

c) Finance Committee

Cllr. Scott presented the minutes of the meeting held on 5 June which had been circulated and which were endorsed by the Council.

The Council agreed that the decision not to make a grant to the North Bristol Advice Centre should be referred back to the Finance Committee to reconsider with additional information.

80/12. AMENDMENTS TO STANDING ORDERS

It was noted that copies of the Standing Orders with proposed amendments had been circulated to all Members at the last meeting. The Chairman explained that some amendments were mandatory and others were advisory.

The following new amendments were proposed to the draft:

Item 35iv) Cllr. Hopkinson proposed that the notice period for appointing substitutes should be changed from 3 days before the meeting to by noon on the day of the meeting but on a vote this amendment was lost.

Item 35v) The second line of this clause was amended to “substitute member shall be permitted to participate in debate and vote on business at that meeting.” The rest of the clause was deleted.

Item 35vi) Cllr. Orpen proposed an additional clause “that any Councillor may attend any committee but may not speak or vote” but on a vote this amendment was lost.

Item 59b) The Chairman proposed that the time for Public Question Time should be changed from 10 minutes to 30 minutes and

Item 59c) This item should be deleted. These two amendments were unanimously agreed.

The Standing Orders as amended were proposed by Cllr. Orpen, seconded by Cllr. Moore and unanimously agreed. This document would be circulated to all Members.

**81/12. TO APPROVE THE ACCOUNTS FOR THE YEAR ENDED
31.3.12. PRIOR TO AUDIT**

The Council approved the Annual Return summarising the financial activities of the Council for the year 2011-12 which had been circulated. 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 Responsible Financial Officer for submission to the Audit Commission. The third statement had been signed by the internal auditor.

82/12. REPORTS FROM DISTRICT COUNCILLORS

Cllr. Scott reported that the Children & Young People's Review was in progress. No schools in South Gloucestershire had received funding under the government's Priority Schools Building Programme although it was hoped that some funding could be accessed for repairs to Patchway Community College.

Cllr. Orpen reported that the planning application for a new football stadium in Stoke Gifford was still under discussion and the transport problems for the whole area were a concern. This was compounded by the University Technical College to be built adjacent to Filton Abbeywood School.

Cllrs. Hopkinson and Pomfret spoke of expected transport changes in Bristol. The First Bus service connecting the two hospitals was to be withdrawn. A SGC Parking Planning Document was now open for consultation and this was an opportunity for Councillors to put forward requests to raise the number of parking places provided for new housing from the zero number at present.

It was noted that Almondsbury Parish Council had asked for periodic reports from South Gloucestershire Councillors and Cllr. Scott agreed to do this.

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

83/12. CORRESPONDENCE

- a) The Council was pleased to note that the Land Registry would register the Council's application for the other half of Scott Park on 18 June.
- b) The Council noted that Ray Ashman would be retiring from the groundstaff at the end of July after 8 years of service. It was agreed to send Ray a letter of thanks and flowers for his wife.
- c) The Council noted that the next SGC Environment Forum Meeting would be

held on 19 July at 7 p.m. at Winterbourne International Academy and the theme would be “Community Energy Planning”.

- d) SGC Parish Charter Group: Cllr. Orpen stated that she would like to step down from representing the Council on this group. No other Councillors offered to replace her.
- e) North Bristol Foodbank: It was noted that Councillors were invited to the launch of the Foodbank on 26 June at 8 pm at Ebenezer Church, 286 Filton Avenue, Horfield.
- f) Alderman Scott Awards: The Council noted that Cllr. Scott had presented the 2012 Awards at the Community College in May. It was agreed not to organise another presentation.
- g) It was noted that the AGM of CPRE Avonside Branch would be held on Saturday 7 July at Poole Court, Yate at 10.30 am.
- h) The Council was pleased to note from the Railway Development Society newsletter that there had been an increase in the use of Patchway Station by 14.6% to an annual footfall of 59,000.
- i) Honorary Freemen: It was agreed to discuss this matter at the next meeting in confidential session.
- j) The Chairman stated that he had received complaints about Cllr. Hopkinson which he would like discussed at the next meeting in confidential session. He gave the Clerk a copy of the document to copy to Cllr. Hopkinson.

84/12. PLANNING APPLICATIONS

The Council made no objection to the following planning applications:

Charlton Hayes	46 dwellings
Stoke Lodge Primary School	Extension to existing classroom block
5 Stoke Lane	Alterations to roof line
Lloyds Bank 61 Gloucester Road	Display of illuminated advertising signs and illuminated surround of ATM
8 Bourton Avenue	Single storey rear extension and change to existing dormers to create a pitched roof

The Council was pleased to hear that the following application had been refused on the grounds of over-development:

Clanberris Court Demolition of garage block and erection of
Redfield Road detached house

The Council noted the following applications granted by South Gloucestershire Council:

27 Pretoria Road	Certificate of Lawfulness for rear dormer window
1 Stroud Road	1 st floor extension
25 dwellings in Charlton Hayes	Application by David Wilson Homes
95 Rodway Road	Rear extension
90 Gloucester Road	Police Station & Custody Suite

85/12. FINANCE

The Council noted the following income:

Coniston Community Association	Ground rent (2012–13)	1.00
	Key copying recharge	38.50
Patchway Sports and Social Club	Ground rent (Apr–Jun 2012)	2,959.13
Patchway, Filton & The Stokes Volunteer Centre	Copier paper recharge	10.72
Almondsbury Youth FC	Hire of football pitches	672.00
HM Revenue & Customs	VAT refund (Jan–Mar 2012)	4,007.65
Wheatpatch Club	Avenue rent (Feb 2012)	420.00
Various	Photocopying	17.20
	Payphone receipts	0.40
	Total	£8,126.60

The Council noted the following direct debits:

Allstar Business Solutions Ltd	Diesel for van (FP03 ULF) and petrol for hand tools	149.83
Allstar Business Solutions Ltd	Diesel for van (WR55 LGU)	53.20
British Gas (Commercial) Services Ltd	Boiler maintenance contract payment for Callicroft House	29.00
	Boiler maintenance contract payment for Scott Park	29.00

	Boiler maintenance contract payment for Casson Centre	29.00
	Boiler maintenance contract payment for Patchway Common Pavilion	29.00
	Total	£27,502.08

The Council agreed the following expenditure:

South Gloucestershire Council	Council Tax Attachment of Earnings Order	153.26
Melhuish & Saunders Ltd	Building works at Coniston Community Centre (12 month retention)	23,247.25
Bath and Northeast Somerset Council	Pension contributions (May)	2,851.00
Bill Davies	Internal audit fee	1,900.00
British Gas Services (Commercial) Ltd	Installation of replacement expansion vessel at Patchway Common Pavilion	156.52
CSA	Deduction of Earnings Order	86.66
Coniston Community Centre	Room hire (Annual Parish meeting, 2 May)	16.00
	Room hire (Motorway meeting, 25 May)	15.00
The Consortium	Cleaning materials	181.24
	Stationery	214.72
Easy Internet Solutions Ltd	Renewal of website hosting (2-year)	90.00
George Carr and Sons Ltd	Power tool lubricant, spares and strimmer wire	125.79
	Credit: Administration charge	-9.68
HiQ Tyreservices	Puncture repair (WX03 KMU)	71.34
HM Revenue & Customs	PAYE (May)	4,291.92
IRIS Business Software Ltd	Payroll software renewal	331.20
Melhuish & Saunders Ltd	Building works at Coniston Community Centre (final payment)	1,200.00
The Mower Doctor	Repair of Karcher glass sweeper	90.07
Norfolk China	Supply of Jubilee mugs	1,002.60
Orange	Mobile phones (May)	19.65
	Mobile phones (June)	19.36
Patchway Autoparts	Brake and tail light for van (WR55 LGU)	1.44
	Spark plug	2.76
South Gloucestershire Council	Repair of lights in car park, Scott Park	131.52
South Gloucestershire Council	Council Tax Attachment of Earnings Order	2.33

Stow Associates Ltd	Contract administration fee for Coniston Community Centre (final payment)	840.00
Thornbury Self Drive Hire Ltd	Construction of pond at allotment site	180.00
Virgin Media Payments Ltd	Broadband at Callicroft House	36.00
Whitehall Printing Co (Avon) Ltd	Town Council News (June 2012)	314.00
Four Towns Play Association	Grant: Summer play scheme	5,000.00
Freespace	Grant: Summer activities	1,000.00
Patchway Conservation Group	Grant: Workshops with children	900.00
Patchway Garden Society	Grant: Best Kept Allotment and Patchway in Bloom prizes	260.00
Southern Brooks Community Partnership	Grant: Core funding (2012–13)	18,500.00
Southern Brooks Community Partnership	Grant: Detached youth work (2012–13)	18,400.00
Southern Brooks Community Partnership	Grant: Youth work (additional)	1,300.00
Vitalise	Grant: Supporting disabled people and carers in Patchway	544.50
Mr M Dark	Window cleaning at Callicroft House	60.00
	...at Patchway Common Pavilion	40.00
	...at the Casson Centre	16.00
Mr R Hailey	Replacement of "No unauthorised vehicles" sign in Scott Park	196.00
Mrs L Hamid	Clerk's expenses:	
	Safety boots	58.00
	Insured postage of Deeds	6.35
	Milk for meetings	0.99
	Padlock for cleaner's cupboard	2.99
	Postage	157.70
Staff	Salaries (May)	14,625.08
	Total	£98,629.56

86/12. DATE OF NEXT MEETING

The Council noted that the next meeting would be held on Tuesday 10 July and would commence with Public Question Time.