

PATCHWAY TOWN COUNCIL

**Minutes of the Annual Meeting of the Council held on 14 May 2013 at Callicroft House, Rodway Road, Patchway.**

Present: Councillors C. Mills (in the Chair) )  
M. Grotzke ) Coniston  
E. Gordon ) Ward  
  
Mrs E. Orpen )  
P. Cottrell ) Callicroft  
Ms R. Thorne ) Ward  
M. Greensword )  
  
A. Alsop ) Stoke Lodge  
Ward

**50/13. PRESENTATION TO TOWN CLERK**

The Chairman made a presentation to Lucy Hamid to mark 25 year' service as Clerk to the Council.

**51.13 PUBLIC QUESTION TIME**

Mr. M. Tutt, 34 Worthing Road raised the problem of dog mess in back lanes and stated that between 6.30-7.30 a.m. was the worst time for offenders walking their dogs. This information would be passed to the Dog Wardens. Mr. Tutt also requested that a pro-forma letter should be printed for residents to complete and return to SGC protesting at the closure of Highwood Road. The Chairman pointed out that, unfortunately, the six month public consultation had now closed.

Mr. D. Hughes, 57 Cranbourne Road stated that a complaints book in the Council office would be useful where residents could record complaints. He requested that double yellow lines should be painted at the junction of Cranbourne and Durban Roads as parking here restricted access for road users. This would be passed to SGC for action.

Mr. J. Thomas, 57 Bourton Avenue requested surfacing of the footway in Durban Road between the end of Cranbourne Road and Highwood Road. This would be referred to SGC as well as the positioning of the noticeboard outside the library.

Mrs Cooksey & other residents from Hempton Lane: expressed concern at the development of 300 Park Lane, Aztec West which was close to their properties. The Clerk read a letter from Turley Associates on behalf of the applicant which had purchased this property and had applied for change of use from offices to a health care facility which would provide radiotherapy treatment. The residents had submitted a petition to SGC objecting to noise, operational hours and potential health risks. The Town Council had already agreed to support the residents' concerns.

Cllr. Orpen reported that she had contacted the planning enforcement and environmental health officers because of noise and dust created by contractors on site before the planning application had been granted. She stated that the application would be

considered by the Planning Committee following a site visit and that residents would be welcome to attend both to put forward their views. The Clerk would inform Mrs Cooksey when the site visit date was set.

### **52/13. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. Moore (illness), Martin (illness), Tiley (working) and Scott & Walker (attending the Area Forum).

Absent without apologies: Cllrs. Hopkinson and Pomfret.

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 contacting the office.

### **53/13. DECLARATIONS OF INTEREST**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

A summary of Members' Interests was circulated and Councillors were asked to inform the Clerk if there were any errors.

### **54/13. ELECTION OF MAYOR & DEPUTY MAYOR**

Councillor Chris Mills was proposed by Cllr. Grotzke, seconded by Cllr. Orpen and unanimously elected.

Councillor Mike Grotzke was proposed by Cllr. Mills, seconded by Cllr. Orpen and unanimously elected.

### **55/13. COUNCIL COMMITTEES & REPRESENTATION ON OUTSIDE BODIES**

#### **Council Committees**

The following Councillors were elected to serve on committees for the following year:

Finance: Cllrs. Moore, Cottrell, Orpen, Scott, Walker, Greensword and Alsop.

Planning & Transport: Cllrs. Moore, Scott, Walker, Gordon, Hopkinson.

Parks & Open Spaces: Cottrell, Scott, Greensword, Martin. Cllr. Pomfret would be invited to join this committee.

It was noted that the Chairman and Vice-Chairman were ex-officio on all committees.

### **Representatives on Outside Bodies**

Joint Burial Committee: Cllrs. Grotzke, Cottrell, Moore, Scott, Martin.

Coniston Community Centre: Cllrs. Martin, Grotzke

Patchway Community Centre: Cllrs. Moore, Cottrell

Avon Local Councils Association (S. Glos. Area Group): Cllrs. Walker & Scott

Patchway Twinning Association: Cllrs. Martin, Orpen

Patchway Library Committee: Cllrs. Gordon, Scott

Almondsbury Charity: Lew Gray

Patchway, Filton & The Stokes Volunteer Bureau: Cllr. Gordon

Four Towns & Vale Link Community Transport: Cllr. Walker

### **56/13. MINUTES**

The Minutes of the meeting held on 9 April , which had been circulated, were approved as a correct record, proposed Cllr. Cllr. Grotzke, seconded Cllr. Orpen and signed by the Chairman.

### **57/13. MATTERS ARISING FROM THE MINUTES**

a) Green Dog Walkers Scheme: 30b/13

The Council was pleased to hear that there had been good public support at the Patchway Safer & Stronger Group meeting in April for the establishment of this scheme in Patchway and a number of residents completed membership forms. It was agreed that promotional posters on dog bins and lamp posts around the area would be helpful as well as an article in Patchway People. It was also agreed to ask the leaders of the dog training classes at the Scout Hut and Community Centre to publicise the scheme.

b) Annual Town Meeting: 33/13

It was noted that at the Annual Town Meeting there had been support for the development of a community plan for Patchway and interest shown in an exhibition showing the achievements from previous Planning for Real consultations.

### **58/13. REPORTS FROM COMMITTEES**

a) Planning & Transport Committee:

Cllr. Mills presented the minutes of the committee meeting held on 23 April, which had been circulated and which were endorsed by the Council. It was agreed to apply to register Callicroft Farm Track as a public right of way.

b) Parks & Open Spaces Committee:

Cllr. Grotzke presented the minutes of the committee meeting held on 25 April, which had been circulated and which were endorsed by the Council.

c) Finance Committee:

Cllr. Mills presented the minutes of the meeting held on 7 May, which had been circulated and which were endorsed by the Council.

It was agreed to set up a committee to make plans for the celebration of the Council's 60<sup>th</sup> Anniversary in 2013.

**59/13. BRISTOL BMX CLUB**

The Council noted that representatives of the BMX Club had met with the Finance Committee and asked for the Council's agreement to their plans to upgrade the facilities by installing electricity and floodlighting the track to enable its safe use for Wednesday evening club nights at the beginning and end of the season.

There was general support by Councillors for this scheme although it was noted that every effort must be made to ensure that the effect on neighbouring residents was minimal. It was noted that the Club had obtained rough costings for a lighting scheme and would need to apply for grants to cover this expenditure but that SGC Sports Development Officers were supporting them in this. It was also noted that the Club would have to apply for planning permission.

After discussion, the Council unanimously agreed to support these plans in principle and to await more detailed information.

**60/13. REPORTS FROM DISTRICT COUNCILLORS**

Cllr. Orpen reported on a Home Office proposal to close Patchway Fire Station which had shocked the Avon & Somerset Fire Authority. The reasons given had been firstly that there was insufficient space to manoeuvre the platform-bearing fire tender at the site and secondly that since the closure of Highwood Road the response time had been reduced. The Authority had asked for funding for a new station on Hayes Way but this had not been agreed to date. The Town Council was very concerned to hear this information.

The Development Control (West) Committee had recently carried out site visits to a proposed wind farm location.

**61/13. PATCHWAY COMMUNITY CENTRE**

Cllr. Orpen declared her interest in this matter and left the room during the discussion and voting.

The Council noted a letter from the Major Sites Team of SGC headed "Patchway Community Centre – off-site contribution Sch. 16 of s106 agreement." This letter asked the Council to confirm that the new development of the community centre site

would create 50% more space to provide facilities for residents of Charlton Hayes and that any overspend on the budget would be underwritten by the Town Council.

The Chairman assured the Council that the architect and quantity surveyor had confirmed that the building work agreed by SGC could be carried out within the budget to be funded through the s106 agreement with the developer. This would be phase 1 of the development and it was noted that phase 2 would require additional grant funding to proceed. It was noted that the next step would be agreement by SGC to issue the off-site notice and the developer would then have twelve months to make the payment to SGC.

After discussion, it was proposed by Cllr. Gordon, seconded by Cllr. Grotzke and agreed by 6-1 that the Council should give the required confirmation to SGC so that this project could progress.

As the time was 9.30 p.m., Standing Orders were suspended to allow for completion of business.

### **62/13.            CORRESPONDENCE**

- a) The Chairman reported that the Council's complaint against Cllr. Hopkinson had been dismissed by the SGC Standards Committee.
- b) It was noted that the Local Policing Plan had been received for information and circulated electronically to all Councillors.
- c) A Hempton Lane resident had contacted the Council concerning the bus lane on the A38 which prevented residents from using the inside lane to turn into Hempton Lane. It was agreed to refer this issue to the relevant traffic officer.
- d) Big Lottery: The Council was pleased to hear that the Post-Grant Monitoring Questionnaire had been received and found satisfactory for Coniston Community Centre.
- e) Highwood Road closure: The Council noted three emails from residents opposing the closure. These would be passed to SGC although it was noted that the period of public consultation had now closed.
- f) 2<sup>nd</sup> Patchway Scout Group: An invitation to the Group's AGM on 18 May was noted.
- g) CPRE South Glos Branch: An invitation to the Branch's AGM on 1 June was noted.
- h) Traffic monitoring in Coniston Road: It was noted that Cllr. Walker had sent an enquiry about monitoring and a reply was awaited.

- i) Councillors noted that the speaker at the next meeting would be Police Inspector, Bob Evely.
- j) Almondsbury Charity: a request for confirmation that Lew Gray will continue as a Trustee had been received and a response would be sent.

**63/13. PLANNING APPLICATIONS**

The Council made no objection to the following planning applications:

16 The Avenue	Rear conservatory
Rolls-Royce	Extension to existing Marine Engine Unit, plant room, cooling tower (resubmission)
Nvidia Corporation Aztec West	Enclosure to existing bike shelter Display of illuminated fascia signs
157 Gloucester Road	Single storey rear extension
Bristol Mail Centre Gloucester Road	3 louvres, condenser base and compound

The Council noted an appeal made against refusal:

81 Stroud Road	Attached dwelling with parking
----------------	--------------------------------

The Council noted that the following planning applications had been agreed by SGC:

Bovis Homes, Charlton Hayes	65 dwellings
26 Ashford Road	2 storey side extension
Willow Court Lodge Hotel	Single storey front extension

Other planning matters:

Correspondence from residents in Hempton Lane and statement from Turley Associates about application for 300 Park Avenue, change of use from office to healthcare facility

It was noted that the 77 Saxon Way application was refused by Development Control West on 9 May.

The Council noted that Brunel Ford garage was relocating from Muller Road to a new site at Hayes Way on 20 May.

The Council made no objection to a request by the British Legion for a Road Closure Order on Sunday 30 June for an event to mark Armed Forces Day.

### 64/13. FINANCE

The Council noted the following income:

Play Days Preschool	Rent of Patchway Common pavilion	1,100.00
Patchway Community Centre	Ground rent (2013–14)	1.00
Patchway Centre Preschool & Tots	Ground rent (2013–14)	1.00
Coniston Community Centre	Ground rent (2013–14)	1.00
Sims Metal Management	Sale of scrap metal	161.20
Patchway Sports and Social Club	Car park works (1/8)	500.00
Patchway Sports and Social Club	Ground rent (Apr–Jun)	2,959.13
Fleet Air Arm Association	Photocopying	6.75
Miscellaneous	Photocopying	5.00
South Gloucestershire Council	Precept (1/2)	304,434.00
Wheatpatch Club	Hire of Patchway Common	400.00
	<b>Total</b>	<b>£309,569.08</b>

The Council noted the following direct debits:

Allstar Business Solutions Ltd	Diesel for vans	143.84
British Gas (Commercial) Services Ltd	Boiler maintenance contract payments	177.79
Public Works Loan Board	Loan repayment	26,614.91
	<b>Total</b>	<b>£26,936.54</b>

The Council agreed the following expenditure:

1	Bath & Northeast Somerset Council	Pension contributions (Apr)	3,128.16
2	BT Payment Services Ltd	Payphone at Patchway Common	141.78
3	Classic Landscapes Ltd	Tree surgery at Patchway Common	882.00
4	The Consortium	Cleaning materials	139.45
5	Ecosolve Ltd	Pitch renovations	6,634.00
6	HiQ Tyreservices	Puncture repair (WX03 KMU)	57.00
7	HM Revenue & Customs	PAYE (Mar)	3,842.31
8	The Information Controller	Data Controller registration renewal	35.00
9	NALC	"Planning Explained" booklet	4.50
10	Orange	Mobile phone bill (Apr–May)	£61.36
11	Patchway Autoparts	Chainsaw oil	7.15
12		Jubilee clips (sign mounting)	10.17
13		Key copying	15.15
14		Cable ties	4.80
15		Paint brushes and dust mask	10.07

16	PML Signs	Lettering on Community Centre	297.60
17	Post Office Ltd	Road tax for truck (FP03 ULF)	220.00
18	Select Electrics Ltd	CCTV maintenance at Rodway Road	420.00
19	South Gloucestershire Council	Repair of car park lights at Scott Park	84.00
20	Virgin Media Payments Ltd	Broadband at Callicroft House	36.00
21	Patchway Festival	Grant	2,500.00
22	Patchway Minibus Committee	Grant	750.00
23	Stoke Singers	Grant	200.00
24	Mrs L Hamid	Clerk's expenses:	
25		Hose pipe attachment	6.00
26		Sandpaper and floor sheet	3.00
27		Hanging baskets and flowers	9.77
28		Compost	2.49
29		Postage	104.59
30	Staff	Salaries (Mar)	13,054.05
	<b>Total</b>		<b>£32,660.40</b>

**65/13.            DATE OF NEXT MEETING**

The Council noted that the next meeting would be held on Tuesday 11 June at 7:30pm and that the speaker would be Police Inspector Bob Evely.