

PATCHWAY TOWN COUNCIL

Minutes of the Annual Council Meeting held on 10 June 2014 at Callicroft House, Rodway Road, Patchway.

Present: Councillors M. Grotzke (in the Chair))
E. Gordon JP) Coniston Ward
Mrs E. Martin)

Mrs E. Orpen)
P. Cottrell) Callicroft
M. Greensword) Ward
K. Walker)
S. Scott)

B. Hopkinson) Stoke Lodge Ward
A. Alsop)

73/14. DR. DENNIS FOX

The Council stood in memory of Dr. Fox, local GP for many years and former member of this Council from 1961 -1991, who had died the previous week. His funeral would be on 13 June at Olveston Parish Church.

74/14. PUBLIC QUESTION TIME

Mr. Taylor raised the lack of a bus connection from Patchway to Patchway Station. After a discussion, Councillors asked SG Councillors to press for the introduction of a bus link to the station, stating that a peak period service would suffice, i.e. 7-9 am and 5-7 pm, to encourage residents working in Bristol to use the train. It was pointed out that enquiries were being made into the feasibility of a "Patchway Flyer" to create a frequent link between shops, surgery and community venues.

Mr. Taylor also asked if the grass on the motorway bund could be cut.

Ms Strong asked that SGC officers and Town Councillors wear their name badges when attending meetings and events.

75/14. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. Mills (unwell), Tiley (working), Thorne (working) and Moore (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 contacting the office.

76/14. 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.

77/14. MINUTES

The Minutes of the meeting of the Council held on 13 May 2014, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. Cottrell and seconded by Cllr. Orpen.

The Minutes of the special meeting of the Council held on 3 June 2014, concerning Patchway Strategic Sports Vision which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. Orpen, seconded by Cllr. Martin. Cllr. Scott declared his interest and did not vote. It was agreed to hold a meeting with representatives of the Community Sports Association before a meeting with Patchway Community College in July.

78/14. MATTERS ARISING FROM THE MINUTES

a) Representation on outside bodies: 56/14

It was noted that Cllr. Mills had stood down from Almondsbury Joint Burial Committee and that Cllr. Cottrell had taken his place. It was proposed by Cllr. Scott, seconded by Cllr. Martin and unanimously agreed that this change should be made.

b) Annual Town Meeting: 60a/14

The Council noted that both the consultation during the afternoon and the meeting in the evening had been well attended. Residents had given their comments on the Traffic Review, the Vision for Patchway Town Centre and the development on the runway.

Councillors were pleased that the Traffic Review would address the parking problem in Rodway Road as this was an urgent problem. Cllr. Orpen said she would raise this at PTSE.

b) War Memorial: 60b/14

The Clerk had asked the Co-op Funeral Service for a response following their offer to help with the refurbishment works.

c) Cribbs Patchway New Neighbourhood: 60c/14

The Council noted a report on the meeting with SGC and representatives of Patchway, Filton & Almondsbury on Friday 30 May.

The Policies, Sites & Places SPD was going out for public consultation in June.

Sites for new Gypsy & Traveller sites across the West of England were being looked at in this document.

Persimmon and Deeley Freed's detailed planning applications, which had been agreed in outline, were expected in September. Deeley Freed was no longer working with Skanska on the application on the rugby clubs site. Clifton RFC was staying on site and developing a 5,000 capacity stadium but Saracens RFC was moving (they had 4 options for a new site).

BAe Systems' agents, Bridgehouse Capital, were no longer involved but the proposals for the airfield would proceed.

A new application was expected on land to the rear of Dick Lovett garages in Cribbs Causeway with access from Catbrain Lane.

The owners of Patchway Trading Estate were looking at redevelopment plans and new information was expected soon.

There had been a discussion on the Enterprise Zone and officers had reported that government support for the aerospace industry (involving GKN Airbus and Rolls-Royce) on and off site had been applied for. Councillors agreed that Patchway would wish to be involved in these discussions.

The SGC officers agreed to look at provision of additional burial space as the Almondsbury delegation pointed out that considerable additional demand would be created by this development which could not be met by the cemetery in Almondsbury village.

It was agreed that a representative of the Highways Department would be invited to make a presentation at the next meeting on the M5 junctions 16 & 17.

Cllrs. Grotzke and Walker had attended this meeting.

d) Community Governance Meeting

It was noted that SGC had been pleased to agree to a postponement of the meeting scheduled for 10 June due to Cllr. Mills' illness as the necessary documents had not been prepared. It was noted that this meeting would now be held on 10 July.

79/14. ACCOUNTS & ANNUAL GOVERNANCE STATEMENT

The Council's accounts for the year ended 31.3.14., prior to audit, were circulated and were unanimously approved as well as the accounting statements, annual governance statement and internal audit report. These were signed by the Chairman and Clerk and would be sent to the external auditor, Grant Thornton.

80/14. REPORTS FROM COMMITTEES

a) Planning Committee

Cllr. Scott presented the minutes of the meeting held on 27 May, which had been circulated, and which were endorsed by the Council.

b) Parks & Open Spaces Committee

Cllr. Martin presented the minutes of the meeting held on 28 May, which

had been circulated, and which were endorsed by the Council.

c) Personnel Committee

Cllr. Grotzke presented, in confidential session, the minutes of the meeting held on 9 June which had been circulated and which were endorsed by the Council.

c) Finance Committee

Cllr. Grotzke presented the minutes of the meeting held on 3 June, which had been circulated, and which were endorsed by the Council.

62/14. REPORTS FROM LOCAL ORGANISATIONS

Almondsbury Joint Burial Committee

Cllr. Cottrell reported that the Chairman of the Committee was now Cllr. Tubbs. The Precept for each Council for this financial year had been set at £1,700 but it was not clear whether Almondsbury had paid last year. The Clerk was asked to query this matter and request that the next meeting fixed for 24 July should be changed as it clashed with a meeting of the Parks & Open Spaces Committee.

The Council agreed that at the next meeting the representatives should state that, in accordance with legal opinion received, Patchway should either pay two-fifths of the precept with 4 representatives or half with equal representation with Almondsbury.

Reports from outside organisations

Cllr. Orpen proposed that, to ensure the Council was kept up to date with the organisations on which it was represented, Councillors should report on meetings attended and give the minutes to the Clerk. A pro-forma should be produced so that the Council could be informed of the date of the next meeting and whether the representative could attend or if a substitute was required. This was unanimously agreed by the Council.

Patchway, Filton & the Stokes Volunteer Centre

Cllr. Gordon circulated the annual report of the Volunteer Centre for information.

81/14. REPORTS FROM DISTRICT COUNCILLORS

Cllr. Orpen reported the concern of residents in Callicroft Road about the future of their rear fences due to development of the airfield land. The Planning Officers had suggested a meeting with Bovis to clarify the position and this would be actioned.

Cllr. Scott reported that the Green Bin Tax had been debated by SGC. There would be a report in September on the £36 charge and it was possible that this could be scrapped next year.

As the time was 9.30 p.m., it was agreed to suspend Standing Orders to permit completion of business.

82/14. CORRESPONDENCE

- a) The Council noted that SGC would be running an anti-dog fouling competition for Patchway during the Festival
- b) The Council noted receipt of the SGC Draft Policies Sites & Places development plan document, which would be referred to the Planning Committee
- c) The Council noted information on the Royal British Legion event on 3 August to commemorate the start of WWI
- d) It was noted that an SGC Green Dog Walking forum meeting would be held on 30 June
- e) Community Infrastructure Levy draft: The Council noted the public consultation which was now open on a Supplementary Planning Document on CIL
- f) It was noted that an invitation had been sent to all Councillors to a presentation on Patchway Dementia Action Alliance on 17 July at Patchway Community College
- g) An invitation had been received to SGC Environmental Forum on preparing for climate change in South Gloucestershire. This would be held on 9 July at 7 p.m. at The Park Centre, Kingswood High Street
- h) Councillors were encouraged to take part in the consultation on pharmacy services being run by SGC, details of which had been emailed
- i) It was noted that the Open Spaces Society AGM would be held on 8 July in London
- j) The Council had been invited to attend the 2nd Patchway Scout Group AGM on 12 July at 6.30 pm in the Scout Hut in Worthing Road
- k) Information of Patchway Friendship & Exercise Club, which was held on Fridays at 1.30 pm at Coniston Community Centre, was noted
- l) The new Southmead Hospital Bus Travel Guide had been received and was available
- m) A request for free use of the Casson Centre by Edge Church was referred to the Finance Committee
- n) The 2014-17 Policing Plan had been received for information

- o) A list of Tree Preservation Orders in Patchway sent by SGC was noted with interest and referred to the Planning Committee
- p) Information on the Community Sports Teams “Discover Sports” initiative was noted

83/14. PLANNING APPLICATIONS

The Council made no objection to the following applications:

Aztec Hotel	Wedding Marquee
740 Waterside Drive Aztec West	Glazed reception extension and replacement plant at roof level for Legal & General
Liverpool Victoria Aztec West	Extension to enclosure housing condensing units
Grey House, The Common	Change of Use from B&B to dwelling house with detached B&B unit retained (resubmission)
28 Redfield Road	Two storey side extension & detached garage
68 Amberley Road	One front dormer for loft conversion

The Council was concerned at the size of this extension and asked Cllr. Orpen to request a site visit:

56 Durban Road	First floor rear extension & alternation of roofline for loft conversion (resubmission)
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The Council noted that an appeal had been made against SGC’s Enforcement Notice and that Councillors with information were in touch with the Planning Officer:

54 Cavendish Road	Stationing of mobile home as independent unit of residential occupation within curtilage of property (sub-dividing the planning unit)
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The Council did not believe that this filling station had been operating for 10 years without restriction of hours:

Esso 184 Gloucester Road	Certificate of lawfulness for existing use as Petrol Filling Station with no restriction on hours of operation
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84/14. FINANCE

The Council noted the following income received:

Almondsbury Youth FC	Hire of pitches by U14s	£99.00
Bristol BMX Club	Ground rent (2014-15)	£30.00
Bristol Underwater Photography Group	Hire of Casson Centre (Jan-May)	£100.00
Coniston Community Association	Ground rent for Coniston Community Centre 2014–15	£1.00
Clive Griffiths (Aretians RFC)	Photocopying (20 double-sided A4)	£1.20
Fim de Semana Café	Hire of Patchway Common Pavilion Apr 14	£160.00
Member of public	Photocopying	£4.00
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Patchway Community Association	Ground rent for Patchway Community Centre 2014–15	£1.00
Patchway Garden Society	Hire of Callicroft House (Jan-May)	£25.00
Patchway Town FC	Hire of football pitches at Scott Park (Jan-May)	£1,105.00
Rolls Royce FC	Hire of football pitches (Jan–Apr 2012)	£50.00
SARI	Hire of Callicroft House (May)	£20.00
Stoke Lane FC	Hire of football pitches (Jan-May)	£650.00
Wheatpatch Club	Hire of Patchway Common Pavilion Jan, Mar, Apr	£1,220.00
Total		£3,470.20

The Council noted the following Direct Debits:

Allstar fuel card services	Fuel for groundstaff WR55LGU	£65.40
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British Gas Services (Commercial) Ltd	Boiler maintenance at Sports and Social Club	£37.94
British Gas (Commercial) Services Ltd	Boiler maintenance contract payment for Callicroft House, Casson Centre, Scott Park and Patchway Common	£127.64
Total Gas and Power	Gas Invoice: Casson Centre	£49.83

Total Gas and Power	Gas invoice for Scott Park (Jan-April)	£339.52
Total Gas and Power	Gas invoice for Callicroft House (28/01 - April)	£616.23
Total Gas and Power	Gas invoice for Patchway Common, The Avenue (11/03-April)	£440.81
Total Gas and Power	Electricity invoice for Scott Park (April)	£160.23
Total Gas and Power	Electricity invoice for Casson Centre (April)	£44.51
Total Gas and Power	Electricity invoice for Callicroft House (April)	£92.89
Total Gas and Power	Electricity invoice for Patchway Common, The Avenue (April)	£251.58

The Council agreed the following expenditure:

Anthony Buckley and Company Ltd	Annual fire protection site visit, service, new extinguisher, signs, fittings at Coniston Comm. Centre	£198.92
BANES Avon Pension Fund	Pension Fund for May 2014	£3100.48
Ben Wallace Deputy Clerk	Travel Expenses for Cascade Training course on social media	£4.30
British Gas Services (Commercial) Ltd	Water heater maintenance at Patchway Common Pavilion	£360.36
Bradley Stoke Town Council	Fire Training for Chris, Richard and Nigel	£45.00
Easy Internet Solutions Ltd	Website hosting yearly renewal for patchwaytowncouncil.gov.uk	£48.00
Four Towns Play Scheme	Grant	£5,000.00
Barry Penn in relation to payment at Halfords Auto centre	MOT, welding and light fit for Nissan Cabstar FP03ULF	£492.80
Barry Penn in relation to payment at HMC Patchway	MOT, renew lower wishbone/arm/link (front axle), ball joint, hazard switch, labour	£178.17
Barry Penn in relation to payment at Mail Boxes Ltd.	A1 size printing for Town centre vision	£100.00
HMRC	PAYE for May	£3804.96
IRIS Business Software Ltd	Renewal of payroll software	£424.80
J E Thomas	Makro - Cleaning, stationary	£74.86

	supplies for PCC	
J E Thomas	Cleaning supplies, light bulbs, piping, insulation for PCC	£70.59
J E Thomas	Cleaning supplies	£11.12
Eco Gas	New pipework for damaged radiator, drain system, 2 new valves for boiler, materials and labour. PCC	£325.00
NALC	LCR Subscription Renewal	£54.00
Orange Payment Services	Call charges (April)	£27.33
Oxford Architects	Updating Patchway Town Centre Vision, attending meeting with PTC and SGC. Community Consultation and production of presentation boards	£3,600.00
Patchway Autoparts	Metal grinding disc	£3.31
Patchway Autoparts	Torx Set	£12.95
Patchway Minibus Committee	Grant	£750.00
Patchway People	Full Page Advert June 2014 Edition	£175.00
Patchway Window Cleaners	Window Cleaning at Callicroft House, Casson Centre, Patchway Common	£116.00
Post Office Ltd	Tax for Nissan truck FP03 ULF	£225.00
Southern Brooks Community Partnership	First Aid Course (Ben and Richard)	£85.00
The Consortium	Stationary for Callicroft House. Envelopes, paper	£65.46
The Consortium	Ink cartridge	£37.56
The Consortium	Paper	£34.43
Tincknell Fuels Ltd	Diesel for machinery	£965.58
Viridor	Eurobin (Scott Park)	£262.11
Virgin Media Payments Ltd	Broadband	£36.00
Mrs L. Hamid	Clerks expenses as listed below	
	Postage	£211.13
	Alderman Scott Awards	£125.18
	Milk	£0.99
	AA Batteries and AAA rechargeable batteries for phone	£17.34
	Coffee and Tea for Council	£6.08
Salaries (May 2014)		£14,561.34

Total

£23,334.29

85/14. DATE OF NEXT MEETING

It was noted that the next meeting of the Town Council would be held on Tuesday, 8 July at 7.30 p.m.