

PATCHWAY TOWN COUNCIL

**Minutes of the Annual Council Meeting held on 19 May 2015 at Callicroft House, Rodway Road, Patchway.**

Present: Councillors C. Mills (in the Chair) )  
M. Grotzke )  
T. Bathe-Taylor ) Coniston  
Mrs M. Bathe-Taylor ) Ward  
J. Butler )  
E. Gordon )  
  
Mrs E. Orpen )  
K. Dando )  
P. Cottrell ) Callicroft  
M. Greensword ) Ward  
Mrs P. Coleman )  
Miss R. Messenger )  
R. Loveridge )  
D. Tiley )

**51/15. WELCOME & APOLOGIES FOR ABSENCE**

Cllr. Grotzke welcomed all the Councillors to the first meeting following the Election. Apologies for absence were received from Cllr. Mrs E. Martin.

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.

**52/15. DECLARATIONS OF ACCEPTANCE OF OFFICE**

All Councillors signed the Declaration of Office and received a pack containing Standing Orders and Code of Conduct.

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.

Cllr. Dando stated that as he would be a member of the Development Control (West) Committee of SGC, he would make no comment on planning matters.

## **53/15. ELECTION OF MAYOR & DEPUTY MAYOR**

Cllr. Chris Mills was proposed by Cllr. Tiley and seconded by Cllr. Gordon as Mayor and Chairman of the Council. There were no other nominations. Cllr. Mills was elected by 11 votes in favour with 3 abstentions.

Cllr. Mrs Eve Orpen was proposed by Cllr. Mills, seconded by Cllr. Tiley as Deputy Mayor and Vice-Chairman of the Council. There were no other nominations. Cllr. Orpen was elected by 11 votes in favour with 3 abstentions.

The Chairman expressed the thanks of the Council to Cllr. Grotzke for his service to the Council as Chairman and Vice-Chairman and presented him with a "Past Chairman" badge.

## **54/15. MEMBERSHIP OF COMMITTEES AND OUTSIDE BODIES**

The Committee membership was agreed as follows (with the Chairman in bold type): It was noted that the Chairman and Vice-Chairman were ex-officio on all committees.

### **Finance Committee**

Cllrs. **Mills**, Orpen, Gordon, Cottrell, Grotzke, Loveridge, Dando, Martin, M. Bathe-Taylor, Butler (10)

### **Parks Committee & Open Spaces**

Cllrs. **Cottrell**, Mills, Orpen, Grotzke, Loveridge, Martin, Messenger (7)

### **Planning & Transport Committee**

Cllrs. **Gordon**, Mills, Orpen, Loveridge, T. Bathe-Taylor, Coleman, Greensword (7)

### **Personnel Committee**

Cllrs. **Mills**, Orpen, Grotzke, Cottrell, Gordon (5)

Representation on Outside Bodies was agreed as follows:

**Joint Burial Committee**: Cllrs. Grotzke, Cottrell, Martin, Dando

**Coniston Community Centre**: Cllr. Martin

**Patchway Community Centre**: Cllrs. Gordon, T. Bathe-Taylor

**Avon Local Councils Association (S. Glos. Area Group)**:

Cllrs. Messenger & Gordon

**Patchway Twinning Association**: Cllrs. Martin, Orpen

**Patchway Library Committee**: Cllrs. Gordon, Greensword

**Almondsbury Charity**: Lew Gray

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

**Patchway Community Sports Association**: Cllr. Loveridge

## **55/15. MINUTES**

The Minutes of the meeting of the Council held on 14 April 2015, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. Orpen and seconded by Cllr. Cottrell.

**56/15.            MATTERS ARISING FROM THE MINUTES**

a)     Annual Town Meeting: 41d/15

The Council noted that the Annual Town Meeting would be held on Wednesday 20 May at 7.30 pm at the Casson Centre and that Neil Blackmore from Bovis Homes S.W. would speak on the Development of Charlton Hayes. Cllrs Dando and Coleman gave their apologies.

b)     Visit from Clermont l'Hérault: 44/15

A report was given on the visit from Clermont to celebrate 20 years of twinning. The Council noted that several Councillors had attended the Civic Dinner to meet the delegates. It was also noted that an invitation had been extended to representatives from Patchway to visit Clermont for the weekend from 2-5 October.

c)     Patchway International Festival: 47a/15

The Council was pleased to note the success of this event which had been held on Saturday 16 May at Callicroft School. The French group had visited the festival as part of their programme.

**57/15.            REPORTS FROM COMMITTEES**

a)     Planning & Transport Committee

Cllr. Grotzke presented the minutes of the meeting held on 28 April, which had been circulated, and which were endorsed by the Council.

b)     Parks & Open Spaces Committee

Cllr. Cottrell presented the minutes of the meeting held on 30 April, which had been circulated, and which were endorsed by the Council.

**58/15.            REPORTS FROM LOCAL ORGANISATIONS**

Reporting forms were circulated and the Chairman explained that when Councillors attended a meeting on behalf of the Council they were required to report back either in person or in writing.

The Clerk reported on a recent meeting of the Parkway Liaison Committee, which also covered Patchway Station. Concern had been expressed at the lack of toilets and the poor lighting levels and SGC are aware of this. There were plans to extend the car park by First Great Western. Patchway Station will be closed for two weekends in October and November and Councillors asked that this information should be publicised in Patchway People. It was hoped to get volunteers help to keep the station tidy.

## **59/15.            REPORTS FROM DISTRICT COUNCILLORS**

Cllr. Orpen proposed a vote of thanks to Sam Scott for his hard work and enthusiasm during his term of office as both a South Gloucestershire and Patchway Town Councillor. This was agreed by the Council.

Cllr. Orpen stated that the first SG Council meeting would be held on 27 May and no committees had been allocated yet. There was a DC West site visit to The Laurels in Cribbs Causeway the following week.

Cllr. Dando stated that he was pleased to learn that there were plans to widen the Gypsy Patchway railway bridge as part of the Metro project to relieve traffic congestion in the area.

## **60/15.            COUNCIL MEETING DATES**

The Chairman proposed that in future all Council meeting dates would be on Tuesday. This was supported unanimously and the following pattern was agreed to commence after the June Council meeting:

1 <sup>st</sup> Tuesday:	Finance Committee
2 <sup>nd</sup> Tuesday:	Council
3 <sup>rd</sup> Tuesday:	Parks & Open Spaces
4 <sup>th</sup> Tuesday:	Planning & Transport

## **61/15.            CORRESPONDENCE**

- a) Plans for East Works Site: Jane Fuller of Origin3 would like to make a presentation to the Planning & Transport Committee on 26 May at 8 p.m. and it was agreed that all Councillors would be invited to this meeting.
- b) Cllr. Orpen agreed to present the Alderman Scott Awards to pupils of Patchway Community College on Friday 5 June at 1.30 p.m.
- c) Cribbs Patchway New Neighbourhood: It was noted that SGC had called a meeting on Thursday 26 May at 7 pm at BAWA. All SG Councillors had been invited and Cllr. Gordon agreed to represent the Town Council.
- d) The Council noted further information on the new helicopter base for GW Air Ambulance and National Police Air Service in Almondsbury.
- e) The Council noted a proposal from Bovis to make their redundant sales office in Wood Street available to the Charlton Hayes community. A request had been made for the Town Council to take bookings and provide cleaner/caretaker? It was agreed unanimously to undertake these duties for a trial period of twelve months.

- f) The Council noted the summer holiday play scheme dates for Patchway as follows: w/c 27 July, Callicroft Primary School, w/c 3 & 10 August, Coniston Community Centre, w/c 17 August, Charlton Hayes.

## **62/15. PLANNING APPLICATIONS**

The Council made no objections to the following planning applications:

Charlton Hayes Plots 59-67 Parcels H8&9	Amendment to reserved matters to reposition apartment block and store
Charlton Hayes Parcels H15&16	75 dwellings with garages, parking and landscaping (reserved matters)
Maple Leaf Guest House 221 Gloucester Road	Demolition of garage for single storey rear extension for 3 bedrooms (resubmission)
Alcatel Lucent 740 Waterside Drive	Erection of plant compound and air conditioning units

The Council noted that the application for an extension to 34 Hazeldene Road had been determined to be permitted development and so withdrawn.

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

## **63/15. FINANCE**

The Council noted that arrangements would be made to vary the Bank Mandate so that all Councillors could sign cheques. The Chairman stated that, when payments had been agreed by the Council, all cheques were signed by three Councillors and counter-signed by the Clerk.

The Council noted the following income received:

H.M. Revenue & Customs	VAT Repayment	£6,463.78
South Gloucestershire Council	Precept (first half)	£271,500.00
Patchway Sports and Social Club	Ground Rent (Jan-March 2015)	£2,959.13
Patchway Sports JFC	Pitch Hire (Jan- May 2015)	£68.00
<b>Total</b>		<b>£280,990.91</b>

The Council noted the following Direct Debits:

Allstar fuel services Ltd		£2.40
Allstar fuel services Ltd	Zero liability charge	
Allstar fuel services Ltd	Fuel for groundsman WR55 LGU	£52.44
Allstar fuel services Ltd	Fuel for groundsman WR55 LGU	£55.80
British Gas Services (Commercial) Ltd	Boiler maintenance at Sports and Social Club	£41.73
British Gas (Commercial) Services Ltd	Boiler maintenance contract payment for Callicroft House	£35.10
British Gas (Commercial) Services Ltd	Boiler maintenance contract payment for Scott Park	£35.10
British Gas (Commercial) Services Ltd	Boiler maintenance contract payment for Casson Centre	
Total Gas and Power	Final Gas Invoice for Patchway Common Pavilion from 31/01 to 01/04	£588.60
Total Gas and Power	Gas Invoice for Callicroft House from 31/01 - 30/04	£645.85
Total Gas and Power	Electricity Invoice for Callicroft House from 02/04 - 01/05	£94.33
Total Gas and Power	Electricity Invoice for Casson Centre from 02/04 - 01/05	£56.49
Total Gas and Power	Electricity Invoice for Scott Park from 02/04 - 01/05	£356.75
Total Gas and Power	Gas Invoice for Casson Centre 27/03 - 30/04	£31.11
Total Gas and Power	Gas Invoice for Scott Park from 29/01 - 30/04	£345.07
Public Works Loan Board	Loan repayment	£25,126.91

The Council agreed the following expenditure:

Anthony Buckley & Company Ltd	Anti-vandal stopper, fitting to wall including bracket at Scott Park pavilion	£65.88
Avon Local Councils' Association	File dividers	£7.50
BANES Avon Pension Fund	Pension fund for April	£3,596.67
BANES Avon Pension Fund	Pension fund for March	£3,445.35

Fund		
Ben Wallace (Deputy Clerk)	Travel expenses (Audit training)	£ 10.80
Bryant Tyre & Exhaust Services	Callout and puncture repair to mower	£84.00
British Gas Services (Commercial) Limited	Boiler maintenance contract at Sport and Social Club	£351.49
Building Supplies (Patchway) Limited	Concrete slabs for memorial garden and wheelbarrow	£416.15
Easy Internet Solutions	Annual Web hosting fee	£48.00
Ecosolve Ltd	Pitch renovations, Supply of grass seed, 80 tonnes of sand dressing, hollow core 3 pitches in two directions brush/mat in.	£5,735.34
Gary Osborne	Travel to chainsaw refresher course	£19.44
Gary Osborne	Metal care paint	£4.99
George Carr & Sons (Saws) Ltd	Petrol lawnmower	£672.00
George Carr & Sons (Saws) Ltd	2 x chains, sparkplugs	£51.68
HMRC	PAYE for April	£4,475.99
Imaginations Fine Arts	2x Frames for Rolls Royce pictures donated	£202.86
Information Commissioner	Data protection registration renewal	£35.00
Ionet Systems Limited	Configuration of PC in end office	£48.00
Landcare Nursery Limited	Removal of vandalised oak tree and supply new oak tree with stake, tie and mulch at Scott Park.	£268.80
NALC	Annual LCR Magazine renewal	£68.00
Nathan Coffin	Maintenance of clock on Callicroft House building after power cut.	£70.00
Orange	Mobile phone charges May	£33.24
Patchway Autoparts	Extension lead	£6.76
Patchway Autoparts	Sealant	£3.48
Patchway Autoparts	Spark plug	£2.51
Patchway Sports and Social Club	Changing room cost: Electricity, Water, Sewage, Gas	£820.71
Paul Lewis	Repairs to play equipment Scott Park	£200.00
Post Office Ltd	Tax for Nissan truck FP03 ULF	£225.00
Robert Acton Product Developments	2 litter pickers	£72.00
Ross Office Supplies	A4 binders	£25.98
Ross Office Supplies	HP office paper x 10	£30.00
The Consortium	Paper supplies	£88.66

The Tree Council	Jubilee Diamond Trees Book	£18.90
UK Industrial Supplies Ltd	2 x safety boots	£71.62
Virgin Media Payments Ltd	Broadband	£39.60
Viridor Waste Management Limited	2 exchanges at Scott Park	£499.71
Mrs L Hamid	Clerks expenses:	
	Milk	£0.99
	2x tank adapters	£7.90
	Nissan truck MOT and repairs.	£1282.79
	New ignition barrel, starter motor, new tyre, offside track bar and track rod end fitted. Wheel alignment, new brake disc and	
	Petrol driven water pump	£178.28
	Postage	£134.09
	ARP (Fittings for Water Pump)	£104.48
	Refreshments for German Visitors	£7.59
	Soap for office	£1.92
<b>Total</b>		<b>£50,662.09</b>

**64/15.            DATE OF NEXT MEETING**

It was noted that the next meeting of the Town Council would be held on Tuesday, 9 June at 7.30 p.m. commencing with Public Question Time.

The Chairman stated that a photographer would be present before the meeting to take a group photograph of the Council as well as individual photographs for the website.