

## PATCHWAY TOWN COUNCIL

### **Minutes of the meeting of the Town Council held on 12 June 2018 at Callicroft House, Rodway Road, Patchway.**

Present: Councillors    Mrs E. Orpen (in the Chair)    )  
                                 P. Cottrell                                    )    Callicroft  
                                 R. Loveridge                                   )    Ward  
                                 M. Greensword                                )  
  
                                 Mrs E. Martin                                 )    Coniston  
                                 T. Bathe-Taylor                               )    Ward  
                                 Mrs M. Bathe-Taylor                        )  
                                 J. Butler                                         )

#### **66/18.            UPDATE ON YOUTH SERVICE PROVISION BY SOUTHERN BROOKS COMMUNITY PARTNERSHIPS**

The Chairman welcomed Ternaya Cummings to give an update on youth services. Ternaya reported that the number of young people attending detached sessions and engaging in positive activities during the last year was 560. 152 sessions had been delivered during this period.

During the forthcoming summer, the programme would include growing vegetables in the raised beds at the Youth Centre, playing basketball in Scott Park, a graffiti project to refresh the designs on the skateboard park, inflatable fun and barbecues.

Ternaya also updated the Council on community development work in Patchway: At the Annual Town Meeting, recently held in Holy Family Hall, Town Councillors and members of the public took part in the final official consultation on the Patchway Community Plan and the Patchway Welcomes You film was launched. This was a very positive event. The themes of the plan have now been divided between 4 sub-groups to take the actions forward:

- Housing, Community Facilities, Travel & Transport and Parks & Open Spaces (led by Becci Feltham and Marian Mussah)
- Crime & Community Safety (led by Sgt Steve Ives)
- Children, Young People & Families, Health & Wellbeing and Older People (led by Liz le Bretton and Southern Brooks)
- Training, Jobs & the Economy (led by Ternaya Cummings)

If any Councillors would like to get involved in the work of these sub-groups, they are invited to contact Becci Feltham at SBCP.

#### **67/18.            APOLOGIES FOR ABSENCE**

Apologies for absence were received from K. Dando (holiday), Ms R. Messenger (holiday), Mrs P. Coleman (another meeting) Grotzke (ill), S. Scott (another meeting), Gordon (ill) and Walker (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.

**68/18.            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.

**69/18.            MINUTES**

The Minutes of the meeting of the Council held on 8 May 2018, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. Orpen seconded by Cllr. M. Bathe-Taylor.

**70/18.            MATTERS ARISING FROM THE MINUTES**

a)     Vision for Patchway Town Centre

The update in the article on the front page of the June issue of Patchway People was noted. This stated that, following public consultation, the Council had agreed to proceed with redeveloping the existing community centre site in Rodway Road.

b)     Report on Annual Town Meeting

It was noted that this had been a well-attended meeting. A report on the consultation before the official business had already been given under item 66 above.

c)     Report on Twinning Visit to France

Cllr. Martin reported on her visit to Clermont l'Hérault in May, representing the Council at the 45<sup>th</sup> anniversary celebrations of the twinning between Clermont and Gauting. Mr. John Thomas had represented Patchway Twinning Association. A group of young people from Patchway, accompanied by youth workers from SBCP, had also attended and there had been a special programme for the young people from the UK, France, Germany and Spain. Cllr. Martin and Mr. Thomas had been honoured by the wine and olive oil co-operatives and a highlight of the programme had been a concert by young people of France and Germany.

A proposal had been made by the Mayor of Clermont that the twinning "triangle" should be extended to incorporate a Spanish town from Andalucía, Huercal-Overa, but this had not been supported by Gauting, so discussion had not

proceeded.

d) Membership of Committees

It was pointed out that the membership of the Finance Committee was incorrect in that Chairs of Committees were always part of this committee, which had a membership of 8, but Cllr. Gordon (Planning & Transport) and Cllr. Loveridge (Parks & Open Spaces) were not on the list agreed at the Annual Meeting. The Chairman said that this would be considered and rectified by the next meeting.

**71/18. COMMITTEE REPORTS**

a) Parks & Open Spaces Committee

Cllr. Loveridge presented the minutes of the meeting held on 15 May, copies of which had been circulated and which were endorsed by the Council. Ternaya Cummings stated that she was happy to apply for funding for a new basketball court for Scott Park as this facility was regularly used by the young people and the detached youth team. The Clerk would send her the quotation obtained by the Council. Cllr. Butler suggested that advertising boards could be fixed to the wire fence of the basketball court to create an income.

b) Planning & Transport Committee

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

c) Finance Committee

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

d) Personnel Committee

Cllr. Orpen presented the minutes of the meeting held on 30 May in confidential session. The minutes were endorsed by the Council.

**72/18. REPORTS FROM DISTRICT COUNCILLORS**

Only Cllr. Orpen was present from the SG Councillors and she reported that she had attended a sites inspection for a large development in Thornbury and for a query on proposals to build on a green lane in Tockington.

**73/18. REPORTS FROM LOCAL ORGANISATIONS**

Cllr. Orpen reported that she had attended the opening of the Archive Library at the Bristol Aero Museum.

The Clerk reported on a meeting of the Volunteer Centre for Patchway, Filton & the Stokes at which it was noted that 8 organisations had registered 25 new opportunities and 19 volunteers had registered in the last quarter.

**74/18. GPDR UPDATE**

It was noted that the Deputy Clerk had attended a training course into the provisions of the General Data Protection Regulation, which became enforceable on 25 May. The National Association of Local Councils had produced a tool kit for local councils to become compliant. The Town Council already pays a fee each year to the Information Commissioners Office to cover our CCTV system in Rodway Road and this registers the Town Council as a data controller.

An information sheet was given to all Councillors and it was noted that when recording minutes for publication on the Town Council website, care must be taken so that a person could not be identified by the information recorded. This means that when members of the public ask questions, this should be record as “a resident asked”. This information was noted by the Council.

**75/18. DRAFT SOCIAL MEDIA POLICY FOR DISCUSSION**

Copies of policies had been circulated and it was agreed to place this item on the agenda for the Planning & Transport Committee so that a policy could be agreed for adoption at the next Council meeting.

**76/18. CORRESPONDENCE**

- a) It was noted that the 2<sup>nd</sup> Patchway Scouts had invited Councillors to their AGM on Saturday 30 June at 5 pm in the Scout Hut.
- b) Councillors were reminded of the Training Course for Councillors on Planning in Plain English, jointly with Filton Town Councillors arranged for Monday 9 July at 7 pm in the office.
- c) Patchway Community School had requested that Chairman presents the Alderman Scott Awards at Patchway Community School on Friday 29 June. Cllr. Orpen was pleased to accept.
- d) The librarian from Patchway Library had stated that a representative would be pleased to attend a Council meeting in the autumn to report on the difference that the Town Council grant was making to the operation of the library. She also reported that the summer reading challenge this year was based on the 80<sup>th</sup> anniversary of the Beano and was called Mischief Makers. The Council agreed that the November meeting would be suitable to invite Martin Burton, which would be Public Question Time.

- e) The response from the Police on a proposal to retain the disused phone box in Coniston Road for free children's toys was read to the meeting. The police were not supportive as they considered retaining the box would attract anti-social behaviour. They stated that the Fire Authority would object on the grounds that the contents could be set on fire. It was suggested that the box could be used to house a defibrillator and it was agreed to refer this proposal to the Planning & Transport Committee for further discussion.
- f) Patchway Volunteer Awards: An invitation to the Council to nominate groups or individuals before 15 July. The presentation would be at the Community Lunch on 26 July.
- g) Merchant Navy Day, 3 September: A request to fly the Red Ensign on this date would be referred to the Royal British Legion Branch.
- h) A letter from a resident about parking and highways issues was referred to the Planning & Transport Committee.
- i) The Council noted a letter of thanks for the grant from CAB South Glos.
- j) The Council was pleased to receive a request from YTL to speak at July meeting and this was agreed.
- k) The Calendar of Meetings for 2018-19 was distributed to Councillors on blue paper.

**77/18. PLANNING**

The Council made no objection to the following planning application received:

Aztec Centre, Aztec West	Change of use of ground floor unit to medical centre
25 Kestrel Close	1 <sup>st</sup> floor extension with rear balcony over garage & loft conversion
Charlton Square	52 apartments, children's day nursery and Car park (Revised scheme)
Hangar 16U Hayes Way	Demolition of part of building. Erection of extensions, internal alterations, parking & landscaping. (Listed Building) to create offices and marketing suite for YTL

The Council objected to the following application on the grounds of lack of amenity space:

51 Cavendish Road

Single and two-storey side extension  
to form semi-detached house

**78/18.        FINANCE**

The Council noted the following income received:

Patchway Sports & Social Club	Ground Rent	986.38
Little Beansprouts	Casson Hire	20.00
Avon Indian Association	Casson Hire	20.00
	<b>Total Income</b>	<b>1026.38</b>

To note the following Direct Debits:

Total Gas and Power	Electricity Callicroft House TBC	84.63
Total Gas and Power	Electricity Casson Centre TBC	32.20
British Gas	Boiler Servicing/ Maintenance	96.00
Inty Ltd.	Software/security	12.18
Hitachi Finance	Mower Payment	827.95
	<b>Total Direct Debit</b>	<b>2032.41</b>

To agree the following expenditure:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Sub Total</b>	<b>Total Cheque</b>
HMRC	PAYE		<b>4928.79</b>
BANES	Pension		<b>3935.16</b>
Viridor	Skip x 1		<b>324.70</b>
Prolific	Printing/Copying		<b>23.02</b>
ALCA	GDPR course Deputy Clerk		<b>40.00</b>
Patchway Autoparts	Bulbs for Van	4.00	
	Trailer Lamp	12.00	

	3/8 Socket Set	14.00	<b>36.00</b>
South West Councils	Annual Membership		<b>460.80</b>
Bowcom	Line Marker 10x10l		<b>216.00</b>
Orange	Mobile Telephone		<b>27.76</b>
The Consortium	Cleaning materials	54.12	
	Black Bin Bags	48.90	<b>123.63</b>
Eco Solve	Grass Seed		<b>306.72</b>
Murray Hire	Equipment Hire Pitches		<b>27.45</b>
TH White	Hydraulic Oil Leak Repair		<b>281.50</b>
FRS Countrywear	Groundstaff Uniform		<b>132.91</b>
Mr M Dark	Window Cleaning Callicroft	70.00	
	Casson	20.00	<b>90.00</b>
Building Supplies Patchway	2 bags tarmac		<b>19.08</b>
Hipwoods Garage Doors Ltd	Roller shutter for garage door		<b>2,880.00</b>
Iris Business Software Ltd.	Annual licence fee	542.40	
	Monthly fee	30.77	<b>573.17</b>
John Hicks & Associates	Annual play equipment inspection		<b>442.20</b>
Lucy Hamid	Tea for Office	2.99	
	MOT and Repairs for Renault van	347.18	
	Postage	62.55	<b>412.72</b>
Four Towns Play Association	Grant		<b>5000.00</b>
West of England MS Therapy Centre	Grant		<b>400.00</b>
Patchway Minibus Committee	Grant		<b>750.00</b>
Patchway Festival	Grant		<b>3500.00</b>
Avoncrop Amenity Products	Surrey Loam		<b>69.00</b>

Advanced Plumbing	Repair to tap in garage and replacement of pipework		<b>185.40</b>
Hipwoods Garage Doors	Roller Shutter		<b>2880.00</b>
Iris Business Software	Annual Licence + Monthly Fee		<b>573.17</b>
John Hicks Assoc.	Safety Inspection for play areas		<b>442.20</b>
Tincknell Fuels Ltd	Diesel Tank Refill		<b>1464.28</b>
Patchway Minibus Committee	Grant		<b>750.00</b>
Consortium	Stationary		<b>48.56</b>
Salaries			<b>15983.38</b>
		<b>TOTAL</b>	<b>46,353.20</b>

**79/18.            DATE OF NEXT MEETING**

The Council noted that the next meeting would be held on Tuesday 10 July 2018 at 7.30 pm. The speaker would be from YTL with an update on development on the airfield and this would be followed by Public Question Time.