

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Town Council held on 11 September 2018 at Callicroft House, Rodway Road, Patchway.

Present: Councillors Mrs E. Orpen (in the Chair))
K. Dando) Callicroft
R. Loveridge) Ward
S. Scott)

Mrs E. Martin)
T. Bathe-Taylor)
Mrs M. Bathe-Taylor) Coniston
J. Butler) Ward
K. Walker)
E. Gordon)

96/18. DEFIBRILLATORS FOR PATCHWAY

The Chairman welcomed Steve Sollars, First Responder for Patchway, to talk to the Council about suitable sites for the two defibrillators which the Council had agreed to purchase.

It was noted that there were already units in The Hub, the Sports & Social Club and Coniston Medical Centre but that these were not accessible to members of the public out of hours. It was also noted that each unit required a power source. After discussion, it was agreed that the best places would be on the wall of The Hub, facing the Fire Station, and on the wall of Lloyds Pharmacy, opposite Coniston Community Centre. Both sites were well lit and were covered by CCTV cameras.

It was agreed to look at a location in Charlton Hayes at a later date, possibly outside the new primary school and to consider erecting finger posts to make residents aware of the locations.

Mr. Sollars stated that a training course was included in the price of the unit but that he was willing to run additional courses for councillors and members of the public. He was also willing to be the nominated person registered with SW Ambulance to have a key and keep the units maintained.

The Council asked the Clerk to contact SGC and the Coniston Medical Practice for permission to site a unit on the wall of their premises.

The Chairman thanked Mr. Sollars for his advice and assistance.

97/18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs. R. Messenger (working), P. Coleman (working), M. Greensword (medical appointment), M. Grotzke (long-term sick) and P. Cottrell (holiday).

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.

98/18. 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.

99/18. MINUTES

The Minutes of the meeting of the Council held on 10 July 2018, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. M.Bathe-Taylor, seconded by Cllr. Gordon.

100/18. MATTERS ARISING FROM THE MINUTES

- a) Final accounts for the year ended 31.3.18: 89/18
The Council noted a report from the SGC Internal Auditor that she had carried out an audit of the accounts during August and agreed the figures with the accountant so that they could be agreed and signed by the Council. It was hoped that the final set of accounts would be received by the Clerk within a few days so that an extraordinary meeting could be called to agree and sign them. An audit report would be sent subsequently.

- b) Council papers: 80/18
It was agreed that, in future, draft minutes should be put on the website in advance of the Council meeting.

- c) Annual Return: 89/18
Following a debate on the discussion at the last meeting on this subject, it was agreed, proposed Cllr. Martin, seconded Cllr. Loveridge by 5 votes to nil with 2 abstentions, to delete the sentence commencing “The amended resolution was put to the vote...” and add an addendum: “Cllr. Orpen stated that she had signed the Annual Return in order to save a heavy fine for the Council.”

101/18. COMMITTEE REPORTS

- a) Parks & Open Spaces Committee
Cllr. Loveridge presented the minutes of the meeting held on 17 July, copies of which had been circulated and which were endorsed by the Council. It was

noted that Sport England had objected to a detail on the plan for the Scott Park planning application but that this was being rectified by our adviser. The Clerk was asked to chase SGC concerning Gorse Covert issues and to ask Filton Town Council for information on solar lighting. It was also agreed that regular meetings could be held with the groundsmen as necessary.

b) Planning & Transport Committee

Cllr. Gordon presented the minutes of the meeting held on 24 July, copies of which had been circulated and which were endorsed by the Council. The Clerk was asked to chase SGC for permission to install a bench at the bus shelter in Coniston Road. Cllr. Dando stated that traffic was using Charlton Boulevard as a “rat run” as predicted by SGC. It was pointed out that the traffic light sequence at the junction of Gloucester Road and Hayes Way was too short and was leading to a build up of traffic round the Travelodge. These issues would be raised with SGC highways officers.

c) Finance Committee

Cllr. Orpen presented the minutes of the meeting held on 4 September, copies of which had been circulated and which were endorsed by the Council. The Committee had recommended that the War Memorial upgrade should be carried out at a cost of £11,000 and this was accepted by the Council, proposed Cllr. Dando, seconded Cllr. Gordon. It was noted that £5,000 of this expenditure was budgeted and that the balance would be met from grant funding, through CIL (£1,560) and MAF grants.

The Council noted that high netting for the bottom pitch was urgently required and agreed to accept the lowest price obtained.

The Council noted that Cllr. Loveridge had joined the Conservative Group and agreed to look at quotas on committees to reflect this change. In order to include the Chairs of the Planning and the Parks Committees on the Finance Committee, it was agreed to increase the number of members to 9, which would be Cllrs. Orpen, Martin, Mrs Bathe-Taylor, Scott, Walker, Dando, Butler, Gordon and Loveridge.

d) Confidential Minutes

Minutes of confidential meetings held on 10 July, 17 July and 24 July, which had been circulated, were noted and agreed.

102/18. MODERN SLAVERY

Cllr. Gordon introduced a document, which had been circulated, encouraging councils to adopt a Charter which would help to identify, refer and support victims in their area who were exploited in this way. The Council agreed to adopt this Charter, which is attached to the Minutes and, as the suggestion of Cllr. Dando, to add “This Council will seek to use ethically-sourced and fair-trade products wherever possible.”

The adoption was proposed by Cllr. Gordon, seconded by Cllr. Martin and unanimously agreed.

103/18. REPORTS FROM DISTRICT COUNCILLORS

Cllr. Dando reported that he had attended a presentation on data protection and the Health Service. He had also attended a taxi appeal.

Cllr. Walker had sent two documents of interest to the Clerk today which she had circulated to Councillors.

104/18. REPORTS FROM LOCAL ORGANISATIONS

The Council was pleased to note that St. Chad's Church was setting up a Food Bank with the help of local volunteers and a charity in Filton, The Trussell Trust. This would be open on Thursdays. Councillors agreed that it was a poor indictment on society that this provision was necessary.

Cllr. Dando stated that rough sleepers in South Gloucestershire were increasing and mental health workers were needed to advise them.

105/18. CORRESPONDENCE

- a) The Chairman read a letter from the Clerk that she wished to retire at the end of December after 30 years' service. The Council accepted the letter. It was agreed to place on record the Council's appreciation of her achievements and wish Mrs Hamid well for the future.
- b) Naming of new streets: The Council was pleased to note that SGC had agreed to the Council's request for new streets to be named after Cllr. Lew Gray and Gauting, Patchway's German twin town. Gray Road and Gauting Road would be in the section of Charlton Hayes currently under construction in Highwood Road, between Coniston Road and the Standing Stone roundabout.
- c) The Council noted that, following a traveller camp on The Tumps during August, the area had been cleared-up with the help of SGC Environmental Services. The cost of the work would be £1,588.
- d) The Council noted a letter from Southern Brooks Community Partnerships offering the Council help and support with the re-development of Patchway Community Centre.
- e) It was noted that the speaker for the October meeting would be Martin Burton, Head of the Library Service. It was hoped that the Police would be able to give an update at the November meeting.

- f) Information on bus stops for first phase of airfield development was referred to the Planning & Transport Committee.
- g) Play Street Scheme: The Council was pleased to note that Southern Brooks Community Partnerships was planning to hold a play street event in Fir Tree Close during the October half-term holiday.
- h) The Council was pleased to note that the long-awaited Coniston Road repairs would be carried out from 17-28 September.
- i) It was noted that the Royal British Legion had applied for a Road Closure Order for Coniston Road on Sunday 18 November for the Patchway Remembrance Parade.

106/18. PLANNING

In view of the lateness of the hour, the Council agreed to refer the planning applications for consideration at the Parks & Open Spaces Committee on 18 September.

107/18. FINANCE

The Council noted the following Direct Debits made:

British Gas	Initial Setup Payment	£38.00
British Gas	Payment Plan	£178.06
All Star	Fuel for Vehicles	£196.38
Hitachi Capital	Photocopier Payment	£827.95
Inty Ltd	Software Subscription	£12.18
Total Gas and Power	Electricity Outstanding	£142.78
Total Gas and Power	Gas for Pavilion	£149.60
Iris	Salary Software Subscription	£30.77
Total Gas and Power	Electricity Scott Park	£57.59
Total Gas and Power	Electricity Casson Centre	£30.31
Total Gas and Power	Electricity Callicroft House	£82.70
Total Gas and Power	Gast at Callicroft House	£10.84
Total Gas and Power	Gas at Callicroft House	£27.21
	Total Direct Debit	£1784.37

The Council noted the following income:

July

Date	Paid by whom	Particulars of Receipt	Total to Bank
11/07/2018	Little Beansprouts	Hire of Casson Centre	£20.00
11/07/2018	Little Beansprouts	Hire of Casson Centre	£80.00
01/07/2018	Patchway Sports & Social Club	Ground Rent	£986.38
13/7/2018	Ecosolve	Refund	22.72
		Total	£1,109.10

August

Date	Paid by whom	Particulars of receipt	Total to Bank
1/8	Patchway Sports and Social Club	Ground Rent	£986.38
10/8	Patchway Garden Society	Casson Centre Hire	£55.00
10/8	Avon Indian Association	Casson Centre Hire	£20.00
22/8	Avon Indian Association	Casson Centre Hire	£140.00
10/8	Avon Indian Association	Casson Centre Hire	£360.00
16/8	Stoke Lane FC	Match Deposit	£140.00
		Total	£1701.38

The Council agreed the following expenditure:

To Whom Paid	Particulars of Payment	Sub Total	Total Cheque
Mr M Dark	Window Cleaning Callicroft	£70	
	Window Cleaning Casson	£20	£90
T H White LTD	Service mowers		£1161.92
Stocksigns Limited	Accessible Toilet Signs		£25.36
Thornbury Autocentre	Tracker Subscription		£31.20
Mr M Dark	Window Cleaning Callicroft	£70	
	Window Cleaning Casson	£20	£90

Nathan Thomas	Boardroom Table Repair		£350.00
Simply Washrooms Ltd	Sanitary Unit		£149.76
South Gloucestershire Council	Travellers Clear Up		£1588.62
Thornbury Autocentre	Tracker Subscription		£31.20
David Ogilvie Engineering Ltd	Bin Liner 9lts		£243.60
FRS Countrywear Limited	Groundstaff Uniform		£156.24
Virgin Media Payments Ltd	Broadband		£48.00
Advanced Plumbing and Heating	Scott Park Repairs		£213.24
Hi-Q Tyre services	Tube Repair		£78.00
Greenfields Garden Services LTD	Play Area Repairs		£226.80
Prolific Solutions (South West) LTD	Photocopier Ink	£72.72	
	Photocopier Ink	£80.85	£153.57
Viridor Waste Management Ltd	Skip Transfers		£796.93
S Bamfield	Tree Surgery, Scott Park		£500.00
Craig West Turf Ltd	Pitch repairs		£15.12
Orange	Mobile Phones Bill		£27.62
Advanced Security Systems Ltd	Intruder Alarm Blakeney Road	£234	
	Alarm Scott Park	£678.00	
	Alarm Casson Centre	£270.00	
	Alarm Callicroft House	306.00	£1488.00
Complete Business Solutions Group Ltd	Stationary		£52.71
Patchway Building Supplies	August Account		£191.74
Patchway Building Supplies	July Account		184.38
George Carr and Sons (Saws) Ltd	Supplies for strimmers		£191.35
Goodyear Dunlop Tyres UK Ltd	Tyre repair		£78.00
The Consortium Office	Ink	£131.60	
	Toilet Rolls	£23.99	
	Punched Pockets	£5.98	
	Black Refuse Sacks and Staples	£62.38	
	Black Refuse Sacks	£58.68	
	Cleaning Materials	£94.42	£377.05
Keep Britain Tidy	No dog fouling signs		£300.00
Southern Brooks Community Partnership	Grant (quarterly payment)		£5125.00

Patchway Garden Society	Grant: Allotment competition/Patchway in Bloom		£260.00
Whitehall Printing	Leaflets and Banner		£509.40
Precious Time Collective	Grant		£551.00
Lucy Hamid	Tea for Office	£1.79	
	Non-slip Paint for Skateboard Ramp	£97.24	
	Keys	£10	
	Petrol	£58	
	Paint	£17.43	
	Website Hosting	£47.99	£232.45
Blakeney Road Allotments Association	Electricity Bill		£61.99
Water 2 Business	Scott Park Bill		£315.66
Water 2 Business	Day Centre Bill		£120.58
Water 2 Business	Callicroft House Bill		£111.46
HMRC	PAYE for July		£4956.00
HMRC	PAYE for August		£4699.00
BANES	Pension July		£2946.52
BANES	Pension August		£3,976.44
Salaries	July		£15983.00
Salaries	August		£16198.00
	TOTAL		£64,887.00

To note the accounts agreed and signed at the end of July 2018:

HMRC	£4,938.35	PAYE for June
Orange	£27.62	Mobile Phone Bill
IONET Systems	£240.00	New Router
IRIS	£147.77	Monthly Fee and Payslips
Virgin Media	£48.00	Broadband
Complete Business Solutions	£25.00	Photocopying
Wybone Ltd	£270.01	Repairs to litter bin
CVS South Glos	£25.00	Advert for Job Vacancy
Advanced Plumbing and Heating	£437.04	Repairs to Scott Park and Casson Centre
BANES	£3,987.65	Pension June

108/18. ISSUES RAISED BY CLLR. DANDO

- a) Adopting a Whistle Blowing Policy
The SGC Whistle Blowing Policy had been circulated and it was agreed, proposed Cllr. Scott, seconded Cllr. Gordon to adopt this policy in principle and to check details at the next meeting.
- b) Adopting a Lone Working & Health & Safety Policy
A Lone Working Policy adopted by Patchway Community Association and the Town Council's present Health & Safety Policy had been circulated and it was agreed to look at these and compare them to the SGC versions at a special meeting on 25 September so that the policies can be adopted as soon as possible.
- c) Personnel Matters
It was agreed to consider these at a confidential meeting.

109/18. DATE OF NEXT MEETING

The Council noted that the next meeting would be held on Tuesday 9 October at 7.30 pm. The speaker would be Martin Burton from the Library Service and the meeting would commence with Public Question Time.

Charter Against Modern Slavery

Patchway Town Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy

which enables staff to blow the whistle on any suspected examples of modern-day slavery.

7. Review its contractual spending regularly to identify any potential issues with modern day slavery.

8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies.

9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.

10. Report publicly on the implementation of this policy annually.

11. The Council will seek to use ethically-sourced and fair-trade products wherever possible.