

PATCHWAY TOWN COUNCIL

**Minutes of the meeting of the Town Council held on 9 October 2018 at Callicroft House, Rodway Road, Patchway.**

Present: Councillors Mrs E. Martin (in the Chair) )  
T. Bathe-Taylor )  
Mrs M. Bathe-Taylor ) Coniston  
J. Butler ) Ward  
K. Walker )  
E. Gordon )  
  
M. Greensword )  
K. Dando ) Callicroft  
R. Loveridge ) Ward  
S. Scott )  
P. Cottrell )  
Mrs P. Coleman )  
Ms R. Messenger )

**110/18. LIBRARY SERVICE IN PATCHWAY**

The Chairman welcomed Martin Burton, Head of the SCG Library Service, to speak to the Council.

Mr. Burton thanked the Town Council for its financial support of Patchway Library, which had enabled the service to the public to continue without any cuts in hours which had happened at other libraries. He hoped that the Council would continue this support beyond the three-year period agreed.

The library was open and staffed 5 days a week and open access operated on the 6<sup>th</sup> day. On Tuesdays, the library was open till 7 pm. Only Sunday was closed. The usage of the library had increased, and the staff held a variety of children's activities for all ages. The library was planning to start a coding club to inspire children to understand how computers work.

Mr. Burton answered Councillors' questions and handed out information sheets, a copy of which is filed with these minutes.

The Chairman thanked Mr. Burton for his presentation and he then left the meeting.

**111/18. PUBLIC QUESTION TIME**

There were no questions from members of the public.

**112/18. RESIGNATION OF CHAIRMAN**

A letter of resignation from Cllr. Eve Orpen as Chair of the Council was read to the meeting.

Councillors expressed thanks to Mrs Orpen for her service to the Council and the community and hoped that she would return to Council work when her health permitted. It was agreed to elect a new Chairman at the Parks & Open Spaces Committee the following week. All Councillors were invited to this meeting.

**113/18. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. M. Grotzke (long-term sick) and Mrs E. Orpen (illness).

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.

**114/18. 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.

**115/18. MINUTES**

The Minutes of the meeting of the Council held on 11 September 2018, which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. Gordon, seconded by Cllr. Dando.

The Minutes of the extraordinary meeting of the Council held on 18 September 2018 at which the accounts for the year ended 31 March 2018 and the Annual Return to the External Auditor were signed and which had been circulated, were approved as a correct record and signed by the Chairman, proposed by Cllr. M. Bathe-Taylor, seconded by Cllr. Dando.

**116/18. MATTERS ARISING FROM THE MINUTES**

a) Draft Minutes: 100/18

It was noted that the draft minutes had been added to the website before the meeting and it was agreed that this should apply to all committees in future.

b) Charter Against Modern Slavery: 102/18

Cllr. Dando suggested that this Charter should be signed by all Councillors and framed in the same way as the Declaration Against Racial Discrimination. This was agreed by the Council.

## 116/18. COMMITTEE REPORTS

### a) Parks & Open Spaces Committee

Cllr. Loveridge presented the minutes of the meeting held on 18 September, copies of which had been circulated and which were endorsed by the Council. The Council noted that Sport England still had some queries about the planning application but that these were being dealt with by the Council's agent. The Clerk was asked to send the agent evidence that the Council had responded to these issues. It was noted that the design for the war memorial had been added to the Council's website.

### b) Planning & Transport Committee

Cllr. Gordon presented the minutes of the meeting held on 25 September, copies of which had been circulated and which were endorsed by the Council.

### c) Finance Committee

Cllr. Scott presented the minutes of the meeting held on 2 October, copies of which had been circulated and which were endorsed by the Council.

### d) Confidential Minutes

Minutes of a confidential meeting held on 25 September, which had been circulated, were noted and agreed. This meeting had taken decisions on adoption of Council policies, agreed action on the comments in the audit report listed as high priority and personnel issues concerning replacement of the Town Clerk.

It was agreed to postpone the staff evaluation by the SW Provincial Council until January.

Cllr. Butler reported that the machinery shed at Scott Park had now been tidied up by the groundstaff and health and safety regulations were being followed.

### e) Report of Human Resources Working Party meeting on 8 October

Copies of notes of this meeting, facilitated by the Secretary of Avon Local Councils Association, were circulated and discussed. The Council agreed unanimously to appoint a full-time Town Clerk and a part-time RFO (Responsible Financial Officer) for 15-20 hours pw. Job Descriptions for both posts were agreed, and it was agreed that an advertisement would be prepared by ALCA and placed in the local press and media. Applications would be emailed to one of two councillors or ALCA.

It was also agreed that the Deputy Clerk would be able to deputise for either role.

The following was agreed concerning Council policies, all of which had been circulated:

- The Social Media Policy was agreed
- Health & Safety Policy: The 2013 policy was confirmed

- Lone Working and Safeguarding Policy: The version circulated was adopted but this could be reconsidered in future
- Whistleblowing Policy: It was agreed to reconsider various paragraphs and make changes at the next meeting.

## **117/18. REPORTS FROM DISTRICT COUNCILLORS**

Cllr. Dando reported that he had attended a Regulatory Committee meeting but no increase in taxi rates had been agreed. He had held a meeting with a planning officer concerning double yellow lines at Catbrain Lane to stop all-day parking in this residential area.

Cllr. Scott asked about decisions taken by SGC on how to meet the funding shortfall for children with special education needs. There had been a proposal to make up this deficit from school funding. It was noted that SGC was the second worst funded council in the country.

## **118/18. REPORTS FROM LOCAL ORGANISATIONS**

### **Community Engagement Forum**

Cllr. Bathe-Taylor reported on the recent meeting held at St. Chad's Hall. It was noted that the Community Speed Watch Group was not operating as the co-ordinator had stood down. Councillors were asked to consider volunteering or putting forward the names of volunteers so that this vital service could be retained in Patchway.

### **Visit to Germany**

Cllr. Martin reported on the visit she and Cllr. Orpen had made to our twin town, Gauting, at the end of September. The programme included meetings with the French and German delegations, a Bavarian folk dance evening, a visit to the Oktoberfest in Munich and a visit to a historical town and Dachau concentration camp.

Cllr. Orpen declared the items she had been given as gifts and this was noted.

It was also noted that plans were in hand for a group of teachers from Patchway to visit Gauting to discuss expansion of the exchange programme for young people.

## **119/18. CORRESPONDENCE**

- a) Councillors were reminded of the planning training course on 16 October at 7 pm. 8 Councillors from Filton Town Council would be attending.
- b) It was noted that SGC would like to have a meeting in late October or early November to update local councils on the CPNN. Filton and Almondsbury had been asked for their best dates.
- c) A plan was circulated for information for the planned layout of houses in Newnham Place by Knightstone Housing (already discussed by Parks Committee). It was noted that the housing association would issue an agreement

for the Town Council to sign.

- d) Patchway Remembrance Parade, 18 November: An invitation from the Royal British Legion Branch for Councillors to attend was noted. The Chairman stated that she would lay the wreath on behalf of the Council.
- e) An update on costings for Christmas lights had been received from SGC and was referred to the Planning & Transport Committee.
- f) It was noted that the Police would speak at the November meeting.
- g) An update from Network Rail on Patchway Station footbridge was noted.

**120/18. PLANNING**

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

19 Ravenscourt Road	Single storey rear extension
Units 1,3,5,7 The Parade	Change of use from offices to Leaving Care Centre – drop-in advice centre for young people
48 Hazeldene Road	Single storey rear and side & rear dormers

**121/18. FINANCE**

The Council noted the following income:

<b>Date</b>	<b>Payable to whom</b>	<b>Particulars of receipt</b>	<b>Total to Bank</b>
01/09/2018	Sports and Social Club	Rent	£986.38
04/09/2018	Bradley Stoke Youth FC	Deposit	£72.00
04/09/2018	Avon Indian Association	Casson Centre Hire	£500
04/09/2018	Garden Society	Casson Centre Hire	£105
04/09/2018	Indian Cricket Club	Hire	£50

04/09/2018	Stoke Lane FC	Pitch Hire	£140
13/09/2018	WPS Insurance	Insurance Claim for break in	£3,831.99
13/09/2018	Western Power	Wayleave for cable at the Tumps	£3.48
04/09/2018	Bradley Stoke Youth FC	Pitch Hire	£72
04/09/2018	Party booking	Casson Centre Hire	£40
19/09/2018	HMRC	VAT return 2016-17	£15,388.19
26/09/2018	HMRC	VAT return 2017-18	£14,879.98
28/09/2018	South Glos Council	Precept Payment	£307,662.00
10/09/2018	Steve Sollars	Casson Centre Hire	£40.00
		<b>Total for September 2018</b>	<b>£343,771.02</b>

The Council noted the following Direct Debits paid:

Inty Ltd	£12.18	Software Subscription
All Star Fuel	£140.33	Fuel for machinery
British Gas	£7.42	Boiler Insurance
Grenke Leasing Ltd	£141.59	Photocopier Instalment
British Gas	£178.06	Care Plan Monthly Instalment
Total Gas and Power	£23.72	Callicroft House Gas
Total Gas and Power	£78.23	Callicroft House Electricity
Total Gas and Power	£29.48	Casson Centre Electricity
Total Gas and Power	£61.05	Pavilion Electricity
Hitachi Finance Ltd	£827.95	Mower Payment
	<b>Total Direct Debit</b>	<b>£1500.01</b>

The Council agreed the following accounts for payment:

<b>To Whom Paid</b>	<b>Particulars of Payment</b>	<b>Sub Total</b>	<b>Total Cheque</b>
HMRC	PAYE for September		<b>5495.95</b>
BANES	Pension for September		<b>3614.09</b>
Orange	Phone Contracts		<b>£55.22</b>
HMC Patchway	Fuel Tank Repairs for van		<b>£92.04</b>
South Gloucestershire Council	Internal Audit Services		<b>£1,932.00</b>
Complete Business Solutions	Refuse sacks		<b>£72.20</b>
South Gloucestershire Council	Lease Rent on Coniston		<b>£250.00</b>
Security Solutions	CCTV Maintenance		<b>£420.00</b>
Almondsbury Joint Burial Committee	Precept for 18/19		<b>£2,575.00</b>
Viridor	Skip Exchanges x2	£646.28	
	Skip Exchanges x2	£624.53	<b>£1270.81</b>
Virgin Media Business	Broadband Monthly Charge		<b>£48.00</b>
Avoncrop Amenity Products	Surrey Loam		<b>£477.16</b>
AJ Mowers LTD	Repairs to Ransomes Mower		<b>£150.00</b>
The Society of Local Council Clerks	ILCA Training Course		<b>£118.60</b>
George Carr & Sons (Saws) Ltd	Strimmer Cord		<b>£53.48</b>
Thornbury Self Drive Hire	Tracker Monthly Subscription		<b>£31.20</b>
Fencing Services Ltd	Fencing to protect Bungalows at Scott Park		<b>£4,584.00</b>
Fleet Line Markers Ltd	Replacement Line Marker Machine		<b>£792.36</b>
Greenfields Garden Services Ltd	Scott Park Play Area Repairs to Swings and Roundabout Surfacing		<b>£1,918.80</b>

Murray Hire Centres Ltd	Hire of Aerator 9W Solid Tines		
	2 Landscaping Rakes		<b>125.19</b>
Patchway People	Advertisement in quarterly magazine		<b>£180.00</b>
Stocksigns LTD	Signs for Scott Park garage and bunkers		<b>£66.24</b>
Brosch Direct Ltd	6 x 20 Black Refuse Sacks		<b>£100.08</b>
Lucy Hamid	COSHH Register Signage	£22.03	
	Road Sign for Hedge Cutting and Strimming	£115.16	
	Milk for Meeting	£0.99	
	Milk for Meeting	£0.99	
	Postage for External Audit Documents	£3.51	
	Postage for AGAR report with documentation	£6.50	
	Shackles for swings in Gorse Covert	£13.50	<b>£162.68</b>
Eve Orpen	2 Twinning Gifts from Council		<b>£54.00</b>
Building Supplies (Patchway) Limited	3 x Padlocks	£31.16	
	Deckboards	£185.47	
	Deck screws	£16.44	
	2 x Tub of Superdrive 100mm	£21.48	<b>£254.55</b>
Prolific Solutions (South West LTD)	Ink for Printer		<b>£36.91</b>
Carr Power Products	PPE for Ground staff		<b>£53.48</b>
Mant Leisure LTD	6 Swing chain/seat		<b>£1,080.00</b>
Patchway Community Association	Grant		<b>£9,000.00</b>
Four Towns and Vale Link Community Transport	Grant		<b>£6000.00</b>



Patchway People	Grant		<b>£3,000.00</b>
The Consortium	Line Marking Paint		<b>£93.85</b>
Southern Brooks Community Partnerships	Grant for Detached Youth Work 2/4		<b>£5,000.00</b>
Goodyear Dunlop Tyres UK Limited	Puncture repair and call out fee		<b>£97.08</b>
		<b>Total</b>	<b>£48,912.10</b>

**122/18.      DATE OF NEXT MEETING**

The Council noted that the next meeting would be held on Tuesday 13 November at 7.30 pm. There would be a speaker from the Police.