

## PATCHWAY TOWN COUNCIL

### Minutes of the meeting of the Town Council held on 12<sup>th</sup> February 2019 at Callicroft House, Rodway Road, Patchway.

**Councillors:** Mrs E Martin (in the Chair), E Bathe-Taylor, Mrs M Bathe-Taylor, J Butler, P Cottrell, K Dando, E Gordon, R Loveridge, Mrs E Orpen, S Scott

**In attendance:** L Squire- Clerk, J Turner- Deputy Clerk

**Members of the Public:** 6

The closed meeting commenced at 6.50 pm

#### **12/2/19- No 1. Closed session relating to Legal matters**

The Council considered the presentation and report made by the Council's Accountant and it was resolved with Cllr Scott abstaining due to a possible declaration of interest, that the accountancy company would act as the Council's agent to deal with the legal matters discussed.

The Council's Accountant left the meeting at 7.20pm.

#### **12/2/19- No 2. To approve the Minutes of the Closed Extraordinary Council meeting held on the 29<sup>th</sup> January 2019**

The minutes of the closed session held on the 29<sup>th</sup> January 2019 relating to staffing matters were agreed and signed by the chair.

The meeting became open to the public from 7.25pm

#### **12/2/19-No 3 Guest Speakers from YTL**

The YTL representatives provided a presentation on the proposed changes to the arena.

An open invite was made to everyone at the meeting, including the public to visit and look around. Concerns were raised about increased traffic, noise and light pollution. YTL advised that the intention was to increase the frequency of public transport which will include incentivising the use of trains and buses and the objective is to make sure the sound stays in the arena, Leeds arena that opened in 2013 was identified as an example, they wanted to replicate. They are also just starting to engage via surveys.

Action: - Presentation to be placed on the Council website with a survey;  
: - Clerk to organise site visits for Councillors and staff.

#### **12/2/19-No 4 Public Question Time**

- Parking issues were raised and the posts from Facebook were provided, there was awareness that the Council had contacted South Glos about this and were trying to get improvements made but Council were advised that people are getting very frustrated.

- One business is actively encouraging their staff to park on residential streets in Patchway.

Advised that: -

- it can take 2 years to resolve this and obtain the agreement of residents of what the solution will be.
- Traffic review will commence for 9 roads from April 2019 by South Glos
- Government had proposed a maximum parking scheme on Councils and if a business had too much parking the Council have been advised to turn down the planning permission.
- This was raised at the Planning and Transport Committee in January 2019, SGlos traffic management officers have been asked to attend a future Planning and Transport meeting and also tour the area with councillors and officers to identify and explain the black spots in the area.

Action: Clerk to write to the business encouraging their workers to park on residential streets.

- Query on what the latest position is with the gardening issue that had been referred to Standards.
  - Advised that this was still with SGlos and the Town Council do not know any more.

#### **12/2/19-No 5            Apologies for Absence**

Apologies were received from Cllr. M Grotzke (long-term sick), Cllr. K Walker (holiday), Cllr. R Messenger (working).

#### **12/2/19-No 6.            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.

#### **12/2/19- No 7a.            To approve the minutes of the Council Meeting held on the 15<sup>th</sup> January 2019**

The minutes of the meeting of the Council held on the 15<sup>th</sup> January 2019 were agreed as an accurate record of the proceedings with some minor amendments on items 15/1/19- no 11, specifying name plaques, no 14 SGlos adopting Hayes Way, no 15- 8<sup>th</sup> January 2019 email replace food with clothes and replace land with lanes. All councillors were in favour and the matter was resolved.

#### **12/02/2019 No7b            Matters arising from the minutes**

Query regarding Patchway Social club and whether their accounts had been submitted, advised that the intention is that the 2017/18 and 2018/19 accounts will be submitted to the Social Club AGM in May 2019.

**12/2/19-No 8**  
**January 2019**

**To approve the minutes of the Extraordinary Council held on the 22<sup>nd</sup>**

The minutes of the meeting held on the 22<sup>nd</sup> January were agreed as an accurate record of the proceedings with one amendment to state the council tax increase equates to 29pence per week.

Cllr Scott asked Cllr Dando to clarify that the SEN budget would increase where possible, Cllr Dando confirmed that at the time of the December meeting this was correct.

**12/2/19-No 9**

**To note the contents of the following Committee Reports**

a) Parks Committee

Cllr. Loveridge presented the minutes of the meeting held on 22<sup>nd</sup> January 2019 and advised that Sports England had withdrawn their objection to the Muga planning application and we are waiting for a letter from Helen Braine SGlos confirming that the application had been approved.

b) Finance Committee

Cllr. Martin presented the minutes of the meeting held on the 5<sup>th</sup> February 2019 advised that the Southern Brooks presentation had been very enlightening.

c) Planning and Transport Committee

Cllr Gordon presented the minutes of the meeting held on the 29<sup>th</sup> January 2019 and advised that: -

- the Patchway Community Centre project group meeting will be arranged to consider the structural report.
- He had received the information relating to the license request;
- the parking and transport issues had been raised with SGlos and we are waiting for a response relating to SGlos traffic officers attending a planning committee meeting and visiting the black spot areas with councillors and officers.

Cllr Orpen raised the street naming and that the Concorde museum should be visited to consider the appropriate names.

Action: - Clerk to suggest to YTL that they attend the Concorde museum.

**12/2/19-No 10**

**Planning and Transport Committee Co-Opting a New Member**

The Chair advised that the planning application for the Patchway Community Centre redevelopment is a key project for the Council and the Community Centre it was recommended that John Thomas the Patchway Community Centre Manager should be co-opted onto the Planning and Transport Committee as a non-voting representative.

It was unanimously resolved.

**12/2/19-No 11**      **War Memorial Update**

Council were advised that the War Memorial had been finished at midday today and shown a short video of the completed result. These photographs had been placed on the Council website and Facebook to share it with the community. Patchway People will include a pull out with photographs of the memorial. Bristol Post and ITV news were being contacted.

The designer has suggested that a time capsule be buried behind the memorial and for it to be opened in 100 years' time and is asking permission from the Council for this, suggestions were made for the content to include memories of both world wars and to contact the relatives of the service men listed on the memorial.

Plants around the memorial were also discussed.

**12/2/19-No 12.**      **Rodway Road Survey results**

The survey results were circulated which included responses from residents, resolved that the Rodway Road businesses will be surveyed as well and both results to be sent to Brian Glasson Head of Strategic Planning and Housing SGlos.

**12/2/19-No 13.**      **Requests for Expenditure**

- a) New Garage Door for Scott Park

Four companies visited the site, all specified the garage door should be electrical, only two quotes received, resolved to purchase the cheapest quote at £1,320 inclusive of Vat.

- b) Barrier for Scott Park and the Tumps-deferred to the Finance Committee as visits by companies to the sites were delayed due to the snow.

**12/2/19-No 14**      **Reports from South Gloucestershire Councillors**

Cllr Dando MAF funding agreed.

Cllr Dando advised that he was attending a budget meeting the following day, Cllr Scott asked Cllr Dando if the SEN budget was being increased, Cllr Dando advised that he had been promised that there would be more funding.

Action: - Cllr Dando to provide a formal response at the March Council meeting regarding the SEN funding position.

Cllr Walker had sent an email relating to the changes being proposed for taxis- cctv in all taxis and tougher criminal record checks.

**12/2/19-No15**      **Reports from Local Organisations**

- a) Patchway Twinning Association, meeting held, Deputy Clerk has joined this group to provide a younger perspective, some confusion on liaison between the German and French counterparts and local schools, which is being investigated.

**12/2/19-No 16.            Correspondence**

Consultations received relating to the following: -

- The draft version of South Gloucestershire's Early Help Strategy for Children, Young People & Families (2019-2024) – consultation open until Wednesday 20th March 2019.
- Street Trading Policy Review. consultation open until: 20 Mar 2019.
- Planning and Enforcement Service survey- consultation open until 4<sup>th</sup> March 2019.
- Williams review of the rail industry- consultation open until 31<sup>st</sup> May 2019.
- Streetcare town and parish councils survey.
- West of England Draft Joint Local Transport plan 4 consultation open until 20<sup>th</sup> March 2019.

All consultations will be circulated to all Councillors and those relating to Planning and Transport will be included in the February Committee meeting.

4<sup>th</sup> February 2019 Letter from surveyor from Bromford relating to the boundary between Coniston Road bungalows and Patchway. This is in response to a letter the Council had sent on the 16<sup>th</sup> August 2018. The Surveyor suggested some options with possible joint partnership with the Town Council.

Action: -Resolved Clerk to write to Bromford stating the Council are expecting Bromford to bear the cost of this.

Filton and Patchway Community Engagement forum minutes of the meeting held on the 16<sup>th</sup> January 2019 will be emailed to all Councillors.

24<sup>th</sup> January 2019 email from Almondsbury Joint Burial Committee with a copy of their email to responding to Stoke Lodge and the Common Parish Council request for their parishioners to be given the same 'In parish rights' as Almondsbury Parish Council and Patchway Town Council for the Almondsbury Cemetery. confirming that this had been considered by both Councils and that this request was not approved.

**12/2/19-No 17.            Planning Applications.**

- a) South Gloucestershire Council is currently consulting on the proposed removal of an Air Quality Management Area (AQMA) located next to the M5 Junction 17 roundabout.

This consultation will be open until Wednesday 20th March 2019

Resolved that due to the high levels of air pollution around the Mall, that the Council will not support the removal.

- b) A38 to Little Stoke Park Patchway Link - Multi-Use Path- proposal to provide a surfaced path over the existing bridge, through the field behind Rolls Royce and connect to Redfield Road and connect to the lane and the subway under the A38.  
consultation is open until 1 Mar 2019

Resolved that this was a positive solution and suggested that there should be lighting along the path as well.

- c) Hempton Court 930 Park Avenue Aztec West Almondsbury  
Installation of new service duct and ventilation grilles to the South-East, South-West and North-West elevations. PT18/5207/F  
Resolved that there was no objection.
- d) Prior Notification for change of use- 166 Gloucester Road Patchway  
from offices (Class B1 (a)) to Residential (Class C3) 8 no. flats. P19/1298/PNOR  
Consultation response deadline: 26 February 2019  
Resolved: - to query if there are sufficient parking spaces for the intended number of flats.
- e) 145 Worthing Road Patchway  
Erection of rear conservatory P19/0524/CLP  
Advising that this application has now been considered and the Councils decision is:  
Approve with Conditions.  
  
Resolved to note this for information only.
- f) Hanger 16M Aerospace Bristol Hayes Way Patchway  
Internal and external works to Hanger 16M for use as a Collections Workshop as part of Aerospace Bristol, to include replacement of external wall and roof cladding, removal of rooflights, replacement of windows and doors, removal of internal partitions and introduction of new vents/flues. P19/0578/LB  
  
Resolved that there was no objection to this application.

**12/2/19-No 18      Finance**

To note the following income for the month of January:

<b>Date</b>	<b>Received From</b>	<b>Particulars of receipt</b>	<b>Total to Bank</b>	
01/01/2019	Sports and Social Club	Rent at 2% of annual income.	£986.38	Open Spaces Act 1906 ss 9&10
11/01/2019	Patchway Town FC	Hire of Pitch	£210	Open Spaces Act 1906 ss 9&10
11/01/2019	Patchway Town FC	Hire of Pitch	£210	Open Spaces Act 1906 ss 9&10
11/01/2019	Patchway Town FC	Hire of Pitch	£70	Open Spaces Act 1906 ss 9&10
14/01/2019	Patchway Town FC	Hire of Pitch	£140	Open Spaces Act 1906 ss 9&10
14/01/2019	Little Beansprouts	Casson Centre Hire	£20	LGA 1972 s133
22/01/2019	Bradley Stoke Youth FC	Pitch Hire	£72	Open Spaces Act 1906 ss 9&10

24/01/2019	Bradley Stoke Youth FC	Pitch Hire	£36	Open Spaces Act 1906 ss 9&10
29/01/2019	Bradley Stoke Youth FC	Pitch Hire	£36	Open Spaces Act 1906 ss 9&10
29/01/2019	Stokeside FC	Pitch Hire	£70	Open Spaces Act 1906 ss 9&10
29/01/2019	Stokeside FC	Pitch Hire	£210	Open Spaces Act 1906 ss 9&10
31/01/2019	Natwest	Interest on Business Reserve Account	£73.04	LGA 1972 s111
31/01/2019	Natwest	Interest on Fixed Deposit Account	£8.52	LGA 1972 s111
<b>Total for January 2019 -</b>			<b>£2,141.94</b>	

To note the following Direct Debits for February:

Inty Ltd	£46.02	Software Subscription	LGA 1972 s111
All Star Fuel	£70.14	Fuel for vehicles	Open Spaces Act 1906 ss 9&10
British Gas	£25.28	Monthly Charge	LGA 1972 s111
Total Gas and Power	£64.39	Electric Callicroft House	LGA 1972 s111
Hitachi Capital	£827.95	Repayment for Photocopier	LGA 1972 s111
<b>Total Direct Debit</b>	<b>£1,033.78</b>		

To agree the following invoices for payment in February:

Payable to whom	Description	Sub-total	Total	
ABC Fire	Callicroft House Extinguisher Annual Check	£165.28		LGA 1972 s133
ABC Fire	Casson Centre Extinguisher Annual Check	£73.60	<b>£238.88</b>	LG (Misc Provisions) Act 1976 s19
Advanced Plumbing & Heating	Boiler Repair at Callicroft House	£117		LGA 1972 s133

	Leaking Pipe Repairs at Casson Centre	£95.64	<b>£212.64</b>	LGA 1972 s133
BANES	January Pension Contribution		<b>£4,563.08</b>	LGA 1972 S112
Bowcom	Pitch Maintenance Supplies		<b>£234</b>	Open Spaces Act 1906 ss 9&10
Brooks Café	Christmas Lunch		<b>£210</b>	LGA 1972 s15 (5)
Brosch	Cleaning Materials for December	£92.15		LGA 1972 s111
	Cleaning Materials for January	£116.76	<b>£208.91</b>	LGA 1972 s111
Building Supplies Patchway	Superdrive		<b>£10.74</b>	Open Spaces Act 1906 ss 9&10
The Consortium	Stationary	£40.84		LGA 1972 s111
	First Aid Essentials	£92.46		LGA 1972 s133
	Signage for Council Property	£210.38		LGA 1972 s133
	Ink for Printers	£98.74		LGA 1972 s111
	Stationary	£4.02	<b>£446.86</b>	LGA 1972 s111
Complete Business Solutions	Ink for Printer		<b>£30.00</b>	LGA 1972 s111
DCK Accounting Solutions	Training for RFO		<b>£601.20</b>	LGA 1972 s112
EE	Monthly Phone Bill		<b>£28.29</b>	LGA 1972 s111
HMRC	PAYE for January		<b>£5,134.04</b>	LGA 1972 s112
	Decoration of Council Offices		<b>£800</b>	LGA 1972 s133

	Expenses		<b>£200.78</b>	LGA 1972 s112
	Overdue Expenses		<b>£233.21</b>	LGA 1972 s112
	Tree Removal		<b>£300</b>	Open Spaces Act 1906 ss 9&10
Network Rail	Ground Rent for The Tumps		<b>£204.98</b>	LG (Misc Provisions) Act 1976 s19
Patchway Window Cleaners	Callicroft House	£70		LGA 1972 s111
	Casson Centre	£20	<b>£90</b>	LG (Misc Provisions) Act 1976 s19
	Signage for new van		<b>£155</b>	Open Spaces Act 1906 ss 9&10
Smiths	Skip Deliver and Empty		<b>£162.00</b>	Open Spaces Act 1906 ss 9&10
Southern Brooks	Grant for Detached Youth Work	£5,000		LGA1972 s137
	Grant for Community Development	£5,125	<b>£10,125</b>	LGA1972 s137
Thornbury Auto Centre	Tracker for Truck – Monthly Subscriptions		<b>£31.20</b>	Open Spaces Act 1906 ss 9&10
Viridor	6 Exchanges- Collection of Skip		<b>£1,217.11</b>	Open Spaces Act 1906 ss 9&10
Water 2 Business	Bi-Yearly Charge for Callicroft House	£105.73		LGA 1972 s133
	Bi-Yearly Charge for Casson Centre	£87.40		LG (Misc Provisions) Act 1976 s19
	Bi-Yearly Charge for Scott Park	£254.30	<b>£447.43</b>	LG (Misc Provisions) Act 1976 s19

Wooton Tree Consultancy	Tree Survey at Scott Park	£250		Open Spaces Act 1906 ss 9&10
	Tree Survey at The Tumps	£300	<b>£550</b>	Open Spaces Act 1906 ss 9&10
WPS Insurance Brokers	Amendment to policy for Fleet Insurance		<b>£89.69</b>	Open Spaces Act 1906 ss 9&10
	<b>Total Cheque Payments to be made.</b>		<b>£26,525.04</b>	

The finance information was noted, and it was resolved to agree the payments specified.

**12/2/19-No 19.      Date of next meeting**

The Council noted that the next meeting would be held on Tuesday 12<sup>th</sup> March 2019.

The meeting was closed at 9.26pm