

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Town Council held on the 12th March 2019 at Callicroft House, Rodway Road, Patchway.

Councillors: Mrs E Martin (in the Chair), Mrs M Bathe-Taylor, J Butler, P Cottrell, K Dando, E Gordon (7.20pm), Mrs E Orpen, R Loveridge, S Scott

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

Members of the Public: 3

The closed meeting commenced at 7pm

12/3/19-1A

The Council considered the information provided.

RESOLVED to: - update all signage in the parks and include a contact number to report incidents or any damage and for this wording to be agreed with the insurance company.

: - for the Deputy Clerk to obtain further information.

12/3/19- 1B

The Council considered the information provided and the associated action plan.

RESOLVED: that the Clerk will progress with the action plan, targeting the high priority issues first and it was agreed that any associated costs up to £2,000 can be progressed without further approval from the Council.

The meeting became open to the public at 7.25pm

12/3/19-No 2 Members of the public were asked to sign the visitor's book and the Clerk advised every one of the fire exits and the mustering location at the far end of the side car park.

12/3/19- No 3 Apologies for Absence

Apologies were received from Cllr. M Grotzke (long-term sick), Cllr M Greensword (sickness), Cllr E Bathe-Taylor, Cllr. K Walker (working), Cllr. R Messenger (working).

12/3/19-No 4. 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.

12/3/19- No 5. To consider and approve the proposed new Council website

The proposed new Council website was demonstrated by the Deputy Clerk which will meet the new transparency code, the current one will not. It will enable councillors to have patchway town council email addresses and a variety of other information will be available.

Council were advised that the costs for a new website provided by an external supplier was very expensive, but the Deputy Clerk had produced this himself using online tools and the cost will be £16 per month and the costs will not increase if usage increases. Councillors congratulated the Deputy Clerk on the redesigned website.

RESOLVED: to agree the introduction of the new website, once the Deputy Clerk had populated the essential information, such as previous minutes, policies etc
: to investigate if local businesses could be encouraged to advertise on the website, which will assist with the running costs.

12/3/19- No 6 To approve the minutes of the Town Council meeting held on the 12th February 2019 and to note any issues

The minutes of the meeting held on the 12th February 2019 were agreed as an accurate record and the minutes were duly signed by the Chair.

An update was requested on item 12 relating to the Rodway Road proposal to South Glos, the Clerk advised that there was an initial positive response, but a more detailed response was expected.

When questioned on item 14 regarding the SEN budget, Cllr Dando advised he had already circulated the budget and that children can now take deaf aids home.

A query was raised relating to 17b) the A38 Little Stoke Patchway link on whether this had started yet, advised that the consultation closing date was the 1st March 2019, so there was no update yet.

12/3/19-No 7 To approve the minutes of the Extraordinary meeting of the Town Council, which incorporated the Finance Committee held on the 5th March 2019 and to note any issues.

The minutes of the meeting held on the 5th March 2019 were agreed as an accurate record and the minutes were duly signed by the Chair.

A query was raised about the Consiton centre square footage charges, advised that this has been deferred to the next trustees meeting.

The Clerk advised that the costs had been received for the barrier padlock and the costs for additional keys.

RESOLVED: 4 keys will be needed, 1 for the Sports and Social Club to be retained in a key box, 1 at Scott Park, 1 Callicroft House and 1 spare.

: signage to be installed on where to obtain the key.

12/3/19-No 8 To note the contents of the following Committee Reports

a) Parks and Open Spaces Committee.

Cllr Loveridge presented the minutes of the meeting held on the 19th February 2019.

b) Planning and Transport Committee

Cllr Gordon presented the minutes of the meeting held on the 26th February 2019 and advised that the walk around of the Patchway parking black spots was happening later in the week.

12/3/19- No 9 Report from South Gloucestershire Councillors

Cllr Dando stated that the cctv being proposed in taxis cannot have sound to ensure privacy for the passengers and the driver, a further discussion ensued relating to the increase in Uber taxis in the area and the licensing.

12/3/19- No 10 Reports from Local Organisations

Gipsy Patch lane- the Clerk has attended the initial stakeholder liaison meeting, only 1 representative required from Patchway, which at present will be the Clerk.

Concerns were raised regarding the diversion as it could block off the end of Patchway and that South Glos were currently carrying out a traffic survey.

RESOLVED: - Clerk to email the presentation and notes of the initial meeting to all Councillors.

Priority neighbourhood-the Deputy Clerk attended this meeting, an update was provided that PCSO's are working with the youth in Patchway relating to knife awareness and hate crime, the PCSOs have asked for speed watch training.

RESOLVED: - Clerk to ask the PCSO's to attend full Council to provide an update on a quarterly basis.

: - Clerk to check with Steve Ives if he is still intending to base himself in the Council offices from May.

Patchway Community Centre redevelopment- the Chair reminded Councillors of the consultation event taking place on Monday the 18th March 2019 from 4-7pm and asked for volunteers, 5 confirmed they were attending, 2 were tentative.

Pretoria Allotments- a meeting took place earlier in the week with the Clerk and Deputy Clerk where the representatives raised concerns relating to the bad state of repair of the main gate and posts and asked if tarmac could be provided at the entrance.

Agreed the two Councillors would visit the site the following day to establish what was required and that this was to be included on the Parks and Open Spaces agenda the following week.

12/3/19- No 11 Review of Town Council opening hours

The Clerk advised Council that she was requesting a change to the current Town Council opening hours from 9am - 5pm to 9.30am - 4.30pm, this was to ensure staff briefings can be carried out and to ensure the building is locked in a timely manner.

A discussion took place relating to the opening hours and how long they have been in place.

RESOLVED: - Clerk to monitor the visitors to the offices for the next month and to bring it back to Council in April, where a final decision will be made, although the overall view was that the suggested change in hours should be 9.30am to 4.45pm.

12/3/19-No 12 To consider and approve the draft risk assessment register

The draft risk register was considered, and it was agreed that this should be brought back to the next Council meeting to review and update.

12/3/19- No 13 To consider and approve an alternative provision for caretaking duties

The Clerk advised Council that it has been extremely difficult to appoint a new caretaker, only 1 applicant has applied and has no relevant experience, and that existing staff have been carrying out the role as a short-term measure. This week 1 member of staff has stated he can no longer carry out the caretaking role during the week, so there is very limited provision. An alternative solution has been considered using an agency and a comparison of the current costs and the proposed agency solution highlights that the agency is only £8 more expensive and there will be no sickness or holiday pay.

RESOLVED: -Clerk to try and identify other agencies who provide this service and obtain costs, contact South Glos to see who they use and obtain references for the agency who have provided the quote.

: - Due to the urgency of the situation, once all investigations have been carried out it was agreed that the decision can be made by the Chair and the Town Council staff.

12/3/19-No 14. Correspondence received

Muga acoustics survey, costings have been received to progress and finalise the planning application, as this is a specialised service, it was agreed to consider the 2 quotes received and to appoint the local company to carry out the survey, the funding for this has previously been agreed.

RESOLVED: Clerk to contact the successful company to progress with the acoustic survey.

Ability Side Scott Park- Facebook correspondence has been received after the removal of the damaged slide from Scott Park, due to health and safety concerns. The Clerk advised that quotes have been obtained for a replacement, which if ordered soon, will be in place by Easter, funding has been identified from the 2018/19 budget.

RESOLVED: - by a majority of Councillors that the replacement ability slide should be purchased as soon as possible from the company with the lowest quote.

Internal Audit visit update- the Clerk advised that the visit appeared to go well and that the action plan was still work in progress, but some aspects have been introduced, others are in progress and some cannot take place until the new Council is formed in May 2019. The South Glos auditor is going to recommend that a draft report is provided to the Council for comment.

RESOLVED: that the draft report is provided to Councillors and considered at the Finance Committee or Council meeting.

Jack Lopresti MP responded to the Council's letter sent in January regarding the concerns relating to the Local Council Tax reduction scheme from South Glos, stating he had been in touch with South Glos for clarity and he had been advised that this grant was agreed on a 4 year offer basis reducing each year, ending in 2019/20 and that the 4 year basis was to allow parish and town councils the time to undertake budget planning.

He advised that he will be writing to the Minister for Local Government to raise our concerns and will let the Council know when he receives a response.

He thanked the Council for the invitation to attend a Patchway Town Council meeting but stated unfortunately he is in Parliament Monday to Thursday and given the current political climate this is unlikely to change, so he is unlikely to be available for quite some time.

Patchway Twinning Association- thanking the Council for the grant for 2018.

Defibrillator-an update was provided that the locations have been changed to Patchway Community Centre and Coniston Community Centre, both sites have agreed. These have been ordered and the cost was previously agreed by the Finance Committee in July 2018.

12/3/19- No 15 Planning applications

There were no planning applications for Council this month.

12/3/19- No 16 Finance

To note the following income for the month of February:

Cash Received between 01/02/2019 and 28/02/2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
22/02/2019	Avon & Somerset Police	100757	casson hire	20.00
25/02/2019	BRADLEY STOKE YOUTH FC	BACS	pich hire	36.00
22/02/2019	Chris White	100756	Purchase of surplus equipment	100.00
07/02/2019	John Butler	bacs	purchase of surplus equipment	500.00
22/02/2019	John Butler	100759	balance of payment for equipme	50.00
26/02/2019	Little Beansprouts	bacs	casson hire	20.00
28/02/2019	Natwest	bacs	interest	58.35
22/02/2019	Patchway cricket	100760	2018 season	1,276.27
22/02/2019	PATCHWAY GARDEN SOC	100761	CASSON HIRE	55.00
01/02/2019	Patchway Sports & Social	dd	Ground rent Feb	986.38
04/02/2019	Patchway town FC	so	Pitch hire Jan	140.00
04/02/2019	Patchway town reserves FC	bacs	pitch hire Jan	70.00
28/02/2019	REACH	100763	Calicroft hire	20.00
22/02/2019	resident	100762	photocopying	1.20
20/02/2019	South Gloucestershire Council	BACS	maF PLAY EQUIPMENT	500.00
22/02/2019	Steve Sollars	100758	Room hire	90.00
19/02/2019	Underwater photography	bacs	casson hire	20.00
Total Receipts				3,943.20

To note the following Direct Debits for March:

All Star Fuel	£133.82	Fuel for vehicles	Open Spaces Act 1906 ss 9&10
British Gas	£25.28	Monthly Charge	LGA 1972 s111
Hitachi Capital	£827.95	Repayment for Photocopier	LGA 1972 s111
Total Direct Debit	£987.05		

Statutory payment made after the meeting on 13th March 2019

South Gloucestershire Council	Ground Rent for Coniston 4/4	£250.00	
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To agree the following invoices for payment in February:

██████████ (3D Print Shop)	War Memorial Design and Build		£13,106.10	War memorial (LCP) Act 1923 s1
Advanced Plumbing and Heating	New Boiler – Callicroft House		£4549.20	LGA1972 s144
AJ Mowers	Mower Service	780.09		Open Spaces Act 1906 s9-10
	Mower Service	588.96	£1369.05	
Aquarius Solutions	Graffiti Remover		£175.39	LGA 1972 s111
ALCA	CILCA Training Course for LS & JT	40.00		LGA 1972 s111
	LCA 1 Training for LS & JT	40.00	£80.00	
BANES	Pension February		£4624.17	LGA 1972 s112
Blakeney Road Allotments	Electric Contribution		£50.06	Open Spaces Act 1906 s9-10
Building Supplies	Drill Bits & Bolts		£7.77	LGA 1972 s111
The Consortium	Hazard Tape	24.69		LGA 1972 s111
	Health and Safety Poster	48.92		
	Cleaning Materials	111.21		
	Stationary	40.28		
	Lever-Arch Files	21.11	£246.21	
Complete Business Solutions	Paper for Printer		£30.00	LGA 1972 s111
DCK Accounting	VAT talk		£403.20	LGA 1972 s111
Design Print Distribution Group	Community Centre leaflets and delivery		£670.00	LGA 1972 s111
██████████	Repairs to Casson	35.00		LGA 1972 s133

	Callicroft House Toilet Repairs	204.99	£239.99	
	New Doors at Scott Park and Callicroft House	1165.00		LGA 1972 s133
	Fire Door Cupboard	295.00	£1460	
GLSS	Lock Change		£220.80	LGA 1972 s133
Orange	Feb Mobile Phone		£27.66	LGA 1972 s111
	Signage for Callicroft House	120.00		LGA 1972 s133
	Signage for Scott Park	130.00	£250.00	
Hipwoods Garage Doors	Deposit for Door		£120.00	LGA 1972 s133
HMRC	PAYE for February		£4909.22	LGA 1972 s112
lonet Systems LTD	New Laptop for Clerk	628.80		LGA 1972 s111
	Networking for Callicroft House	562.80	£1191.60	
	Mileage and Parking		£23.16	LGA 1972 s111
	Kettle	26.49		LGA 1972 s111
	Sugar	2.49		
	Large 1 st Class Stamps X 50	50.50		
	1 st Class Stamps X100	67.00		
	Vacuum Cleaner Head	14.95		
	7 Keys	30.00	£191.43	
M&D Property	Repair to Scott Park Toilet		£450.00	LGA 1972 s133
Mogford Prescott	Unpaid invoice from 2015 (Incorrect process followed)		£387.51	LGA 1972 s133
Nicholas Morley Architects	Patchway CC Plans		£1080	LGA 1972 s133
PKF Littlejohn	External Audit Fee		£1560	Local Audit and Accountability Act 2014
Posturite	Laptop Risers		£61.55	LGA 1972 s111
Prolific	Ink for Printer		£105.67	LGA 1972 s111
Security Solutions	CCTV Burn for Police		£100.80	LG Rating Act 1997
	Fire Risk Assessment		£222.00	LGA 1972 s133
Thornbury Self Drive Hire	Tracker for Truck		£31.20	Open Spaces Act 1906 s9-10

		Request to spend	£37,943.74	
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A query was raised relating to the payments to Mogford for invoices for 2015, advised that the RFO had prepared a note relating to this with an explanation that the Town Council needed to pay it and that repayment will be pursued from the third parties.

RESOLVED: - that it needed to be paid by the Council and that recovery will be sought.

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

Issues were raised relating to payments for broadband and it was recommended that a direct debit mandate should be completed to resolve the problems.

RESOLVED: - To sign the broadband direct debit.

12/3/19-No 17. Date of next meeting

The Council noted that the next Council meeting will be held on the 9th April 2019.

The meeting was closed at 9.10pm.