

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 20th February 2024 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr D Lawrence (Chairman), Cllr S Scott, Cllr R Loveridge, Cllr J James, Cllr K Dando, Cllr N Field (left at 19.17), Cllr A Morey, Cllr P Cotterell, Cllr P Knight, Cllr T Scott, Cllr D Lansdown, Cllr K Walker

In attendance: J Watkins (Deputy Town Clerk and RFO)

Absent: Cllr E Gordon.

Members of the Public: None.

As the time was 19:00, the Chair, Cllr D Lawrence called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

20/02/2024 - No 1. To receive questions from members of the public present.

None received.

20/02/2024 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr E Martin (personal reasons), Cllr D Fry (other commitment).

20/02/2024 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

Cllr Lansdown declared an interest in Item 6/a due to Snack Attacks business being listed in the expenditure report.

Cllr Walker declared an interest in Item 9/j due to being chair of Coniston Community Centre

RESOLVED: It was unanimously agreed to grant Cllr Lansdown and Cllr Walker dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on these items.

20/02/2024 - No 4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 16th January 2024 and to receive the Clerk/RFO's report for this meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.



19/03/2024

20/02/2024 - No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

The Council noted the below decisions made under the scheme of delegation:

Item 5 – 20-02-2024 – Payment to Almondsbury Joint Burial Committee

A payment to Almondsbury Joint Burial Committee (AJBC) for £700 was made for legal fees relating to the land sale due to these fees being required quickly to ensure progression of the legal process.

Item 5 – 20-02-2024 – Electrical works at Callicroft House

Following the Fire Risk Assessment for Callicroft House and Casson Centre, a number of Medium Risk items were identified requiring electrical works that should be carried as soon as practicable. This included works to Fire Exit signs, additional plug sockets for the main office, and additional sockets for the back room being rented from 1 February 2024 by Mini Concerts.

Item 5 – 20-02-2024

Expenditure of £1,220.50 + Vat have been authorised for urgent safety works to the showers at the Patchway Sports & Social Club to isolate the main water supply, remove a faulty blender valve, to alter the 28mm and 22mm hot and cold supplies to suit the new shower valve, to supply and fit a new valve, to flush pipework then run and commission the new blender and set to approximate temperature of 38c which is the recommended water temperature.

The showers had been closed by the Council on health & safety grounds due to the significant risk of users being scalded through the faulty blender valve which regulates safe temperature of the water. Closure of the showers would limit grass pitch hire availability from the Council to users leading to risk to income.

20/02/2024 - No 6. Patchway Town Council Finance.

a) To approve the expenditure report for February 2024.

RESOLVED: It was agreed by a majority with one abstention to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
GB Sports & Leisure Ltd	RPII Playground Inspection Training / Exam / Registration for all groundstaff	£ 1,055.00	£ 211.00	£ 1,266.00	02-24-009
Airmec Essential Services	Legionella testing at PSSC and Pavilion	£ 405.00	£ 81.00	£ 486.00	02-24-010
DCK Accounting Solutions Ltd	Additional time on budget setting process	£ 152.00	£ 30.40	£ 182.40	02-24-011
Avon Local Council's Association	Essential Councillor training for Cllr Lansdown	£ 40.00	-	£ 40.00	02-24-012
Amazon Business	Copier paper x 5 reams	£ 14.97	£ 3.00	£ 17.97	02-24-013
Amazon Business	Coloured card	£ 9.15	£ 1.83	£ 10.98	02-24-014
Amazon Business	Fire safety signage for Callicroft / Casson	£ 14.18	£ 2.84	£ 17.02	02-24-015
Amazon Business	Intumescent strip for Casson Centre doors	£ 20.46	-	£ 20.46	02-24-016
Network Rail	Annual rent for land over Patchway Tunnel	£ 212.95	£ 42.59	£ 255.54	02-24-017
Amazon Business	Fire safety signage for Callicroft / Casson	£ 6.65	£ 1.34	£ 7.99	02-24-018
Amazon Business	Fire safety signage for Callicroft	£ 5.05	£ 1.01	£ 6.06	02-24-019
Keymaster Bristol Ltd	Keys for new regular room hire at Callicroft House	£ 24.50	£ 4.90	£ 29.40	02-24-020
Amazon Business	Fire safety signage for Callicroft	£ 7.07	£ 1.42	£ 8.49	02-24-021
Community Heartbeat Trust Ltd	Annual defibrillator support for NSP Pavilion	£ 126.00	£ 25.20	£ 151.20	02-24-022
Rob Hainey Signs	Frosted vinyl film for replaced Callicroft Hse window	£ 75.00	-	£ 75.00	02-24-023
ATDxtremeClean Ltd	Cleaning of Callicroft House / Casson / Pavilion - January 2024	£ 270.00	-	£ 270.00	02-24-024
Keymaster Bristol Ltd	Keys for new regular room hire at Callicroft House	£ 15.00	£ 3.00	£ 18.00	02-24-025
South Gloucestershire Council	Installation / removal / storage of Christmas lights	£ 10,491.00	£ 2,098.20	£ 12,589.20	02-24-026
Advanced Plumbing & Heating	Reopair / reset of shower hot water at PSSC changing rooms	£ 150.00	£ 30.00	£ 180.00	02-24-027
Amazon Business	Centrifuge toilet roll for NSP Pavilion public toilets	£ 48.92	£ 9.78	£ 58.70	02-24-028
Amazon Business	Liquid hand soap x 2.5 litres for NSP Pavilion public toilets	£ 20.82	£ 4.17	£ 24.99	02-24-029
J&Sons Electrical Services	Callout for loss of power at Callicroft House due to fusebox fault	£ 80.00	-	£ 80.00	02-24-030
J&Sons Electrical Services	Installation of extra sockets / fire signage reconfig in response to FRA	£ 412.00	-	£ 412.00	02-24-031
Prolific Solutions (SW) Ltd	Photocopying charges - January 2024	£ 169.41	£ 33.88	£ 203.29	02-24-032
Net World Sports Ltd	Pickleball/short tennis equipment for NSP hardcourt (from MAF)	£ 441.51	£ 88.30	£ 529.81	02-24-033
Pretoria Road Allotment Society	Refund for roof repairs to The Hut as per lease	£ 800.00	-	£ 800.00	02-24-034
Snack Attacks	Buffet graze catering for Freeman Ceremony on 1 February 2024	£ 238.50	£ 47.70	£ 286.20	02-24-035
Advanced Plumbing & Heating	Fix burst pipe at Blakeney Road Allotments	£ 183.21	£ 36.64	£ 219.85	02-24-036
DCK Accounting Solutions Ltd	Accounts support and inputting - February 2024	£ 292.50	£ 58.50	£ 351.00	02-24-037
Gary Millard Creative	Photography for Freeman ceremony - 1 February 2024	£ 37.00	-	£ 37.00	02-24-038
Kadine Sutherland	Relief cleaning for Callicroft and Casson Centre - 1/2/24 - 24/2/24	£ 320.00	-	£ 320.00	02-24-039
Amazon Business	Flagpole rope	£ 11.99	£ 1.66	£ 13.65	02-24-040
Amazon Business	Flag clips for flagpoles x 12	£ 13.75	£ 2.76	£ 16.51	02-04-041
Amazon Business	Neck warmer/face protectors for groundstaff	£ 22.48	£ 4.50	£ 26.98	02-04-042
Amazon Business	Hi viz work trousers x1 for groundstaff	£ 19.99	-	£ 19.99	02-04-043
Amazon Business	Waterproof socks for groundstaff	£ 17.90	£ 3.58	£ 21.48	02-04-044
Amazon Business	Round plastic end caps for Play Area maintenance	£ 15.94	-	£ 15.94	02-04-045
Raycox Turf Ltd	Fencposts and timber for Callicroft Courtyard fence	£ 204.48	£ 40.90	£ 245.38	02-04-046
Amazon Business	Hi viz polo shirts for groundstaff	£ 47.95	£ 9.58	£ 57.53	02-04-047
Amazon Business	Hi viz hoodie for groundstaff	£ 19.97	£ 4.00	£ 23.97	02-04-048
Amazon Business	Hi viz work x6 trousers for groundstaff	£ 89.95	£ 17.99	£ 107.94	02-04-049
Jack Turner	Locum clerk fees - standard February 2024 + additional hours January 2024	£ 3,145.08	-	£ 3,145.08	02-04-050
		£ -	£ -	£ -	-
		£ -	£ -	£ -	-
		£ -	£ -	£ -	-
		£ -	£ -	£ -	-
	Total for February	£19,747.33	£2,901.67	£22,649.00	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for December 2023 and January 2024.

The Council noted the financial statements for December 2023 and January 2024.

19/03/2024

20/02/2024 - No 7. To consider the report on the Accessible Lift at the Norman Scott Park Pavilion and to agree an outcome for the future use of the lift.

Councillors discussed the officers options report and how residents could be given a say in the future of the lift due to it being part of the inclusive access for the building for the community.

RESOLVED: It was resolved by eight for and four against to consider a further option of a short public consultation on the future of the Accessible lift at Scott Park.

RESOLVED: It was resolved by a majority with 1 abstention to hold a short public consultation on the Accessible lift at Scott Park before making a final decision on its future.

20/02/2024 - No 8. To note the Fire Risk Assessments carried out Callicroft House and The Casson Centre.

The Council noted the Fire Risk Assessment for Callicroft House and the Casson Centre and the actions being progressed to address issues raised.

20/02/2024 - No 9. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items relating to Patchway.

District Cllr S Scott provided a verbal update which included:

Major investments from the South Gloucestershire 2024/2025 budget include:

- An extra £1,055,000 for Children's Services for 2024/25 to continue progress since the Improvement Notice from Ofsted was lifted
- Free School Meal vouchers for a week at Easter and a week of Summer, helping roughly 6,500 children
- Debt and benefits advice to an additional 680 complex cases, expected to secure an additional £2.5m in financial outcomes for residents
- A pilot scheme to help landlords reach current the Minimum Energy Efficiency Standard (MEES) for their properties
- A pilot scheme to expand youth services
- Energy efficiency measures such as radiator panels, draught proofing, LED lightbulbs, kettles, and slow cookers for eligible residents
- Support for Community Welcome Spaces, food banks, and community pantries will continue
- 1,000 warm packs to help people through Winter

Last year's budget, put together by the previous Conservative administration, set an income generation target of £5m over three years to help balance the books. This can be found on Page 113, row XC9, of the reports pack published for February 2023 Full Council.

It is only after taking office that we found out this £5m figure was based largely on introducing some level of parking charges in South Gloucestershire. The Conservatives did not make this clear at the time, despite us asking for detail on what the £5m income generation could entail.

Details on what parking charges might be implemented are currently being worked up in consultation with residents however it will include some element of free parking across the district and will be phased to start with Council-owned car parks before reviewing on-street parking later.

Councillors received a written update in advance from District Cllr I Walker in advance of the meeting:

Recent MAF Grants awarded to The Memory Café, 2nd Patchway Scouts, Unique Voice for their work in Coniston Primary School, North Bristol Rugby Club and the Brightwell Centre.

A resident that I have been involved with who was living in a flat with black mould, has finally been transferred to a 3-bedroom property, after long negotiations with Bromford and Homechoice. Kudos to Bromford for their unwavering support.



A house in Stroud Road has cleared the waste from its garden after I reported it to Enforcement. I am very pleased with the exceptionally quick turnaround on this matter. The massive hole in Cranborne Road has finally been filled, taking a week less than anticipated. This has taken us almost a year to achieve due to the complexity of the damage and the liabilities involved due to it having been damaged by a 3rd Party.

b) Patchway Town Council Events.

i. To consider the recommendation from the Events Working Group to approve the event schedule and related quotations as per the RFO's report.

Councillors had a broad discussion on the proposed Events Programme for 2024 including costs, profit-making events, resource and type of events.

Cllr R Loveridge requested it minuted he considered the Council had not adequately budgeted for youth work through the budget approved on 16th January 2024.

RESOLVED: It was resolved by a majority of nine for and three against to approve the Council Events Programme for 2024.

c) Friends of Patchway Twinning Group.

The Deputy Clerk updated Councillors on approaching plans for the visit of Clermont students to Patchway on 27th March, and from Gauting in May 2024.

d) Almondsbury Joint Burial Committee.

Cllr Dando reported that a new gardener was being recruited and the land acquisition was progressing smoothly.

e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

No update was received.

f) Improving the Parade (Strategic Plan Outcome).

The Council noted the recent report circulated and received a verbal update from the Deputy Clerk regarding redevelopment of The Parade following the completion of the Coniston Road Underpass works by South Gloucestershire Council in April.

g) Improving CCTV in the local area (Strategic Plan Outcome).

The Deputy Clerk updated Councillors on plans for the replacement of the ageing CCTV system at the Fire Station overlooking Rodway Road on 26th and 27th February 2024 by Advanced Security Systems Ltd.

h) Communication with all households (Strategic Plan Outcome).

The Deputy Clerk reminded Councillors that communications are available in online and offline formats with the Town News now being regularly delivered by hand across the town by officers and Councillors.

i) Youth provision and safety (Strategic Plan Outcome).

The Council noted the minutes of the Youth Working Group on 25th January 2024. Councillors discussed future youth work funding, and future action on knife crime awareness with local partners. The Deputy Clerk distributed recent Guidance for Parents & Carers on Knife Crime from South Gloucestershire Council which is being promoted across Council communications channels.

j) Patchway Town Council Community Grant review 2023/2024

The Council noted the Community Grant Review and the positive impact the Community Grants programme has had for many people and groups across the town.

20/02/2024 - No 10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 19th March 2024 at 7pm at Callicroft House
The next meeting date was noted.

The Meeting was closed at 20.01

A handwritten signature in black ink, appearing to be 'P. J. ...', written in a cursive style.

19/03/2024