

PATCHWAY TOWN COUNCIL

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

Councillors:	Cllr D Lawrence (Chairman), Cllr R Loveridge, Cllr J James, Cllr K Dando, Cllr N Field, Cllr A Morey, Cllr P Cotterell, Cllr P Knight, Cllr D Fry and Cllr K Walker.
In attendance:	J Turner (Locum Town Clerk) and J Watkins (Deputy Town Clerk and RFO)
Absent:	None.
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.

19/03/2024 - No 1. To receive questions from members of the public present.

None received.

19/03/2024 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr E Martin (personal reasons), Cllr E Gordon (other commitment) Cllr S Scott (working), Cllr T Scott (holiday) and Cllr D Lansdown (holiday).

19/03/2024 - 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.

Cllrs K Dando and D Fry declared their interest in Patchway Sports and Social Club, as they are members of the club.

RESOLVED: It was unanimously agreed to approve dispensations for both Councillors.

19/03/2024 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 20th February 2024 and to note there is no Clerk/RFO's report for this meeting.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record.

19/03/2024 - No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

There was no report to note.



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19/03/2024 - No 6. Patchway Town Council Finance.

a) To approve the expenditure report for March 2024.

RESOLVED: It was unanimously agreed to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Murray Hire Centres	Clearing saws and equipment for Pretoria Allotments clearance (WECA project)	£ 168.00	£ 33.60	£ 201.60	03-24-009
Murray Hire Centres	Saw chains for clearing saws (WECA project)	£ 38.32	£ 7.68	£ 46.00	03-24-010
Murray Hire Centres	Safety boots / Safety Gloves for groundstaff	£ 58.99	£ 1.80	£ 60.79	03-24-011
Raycox Turf Ltd	Bark for play areas & topsoil	£ 350.00	£ 70.00	£ 420.00	03-24-012
Murray Hire Centres	Safety boots / gloves / shoes for groundstaff	£ 117.48	£ 1.50	£ 118.98	03-24-013
Murray Hire Centres	Equipment / cat detector for Callicroft Courtyard fencing	£ 81.80	£ 16.36	£ 98.16	03-24-014
St John Ambulance	Emergency First Aid training for Assistant Groundsperson	£ 185.00	£ 37.00	£ 222.00	03-24-015
Living Wage Foundation	Annual employer accreditation	£ 66.00	£ 13.20	£ 79.20	03-24-016
Advanced Plumbing & Heating	Inspection, supply and installation of heating valve to Social Club showers	£ 1,360.00	£ 272.10	£ 1,632.60	03-24-017
Advanced Plumbing & Heating	Annual servicing of Callicroft / Casson Centre boilers	£ 154.81	£ 30.96	£ 185.77	03-24-018
Lister Wilder	Maintenance of mower	£ 185.00	£ 37.00	£ 222.00	03-24-019
Anthony Buckley & Company	Fire extinguisher servicing at Callicroft / Casson / Pavilion / Garage	£ 325.20	£ 63.04	£ 388.24	03-24-020
Amazon Business	Intumescent firestop for Casson Centre	£ 23.74	£ 4.75	£ 28.49	03-24-021
Amazon Business	Primer & undercoat for Casson Centre gas meter box	£ 6.46	£ 1.29	£ 7.75	03-24-022
Amazon Business	Heat proof paint for Casson Centre gas meter box	£ 14.24	£ 2.85	£ 17.09	03-24-023
J&Sons Electrical Services	Replacement light (PIR) in Callicroft House toilet	£ 113.00	£ -	£ 113.00	03-24-024
Prolific Solutions (SW) Ltd	Photocopying charges - February 2024	£ 53.42	£ 10.68	£ 64.10	03-24-025
Advanced Security Systems Ltd	Replacement of 4 x smoke detectors to heat detectors at NSP Pavilion	£ 196.00	£ 39.20	£ 235.20	03-24-026
Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at NSP Pavilion	£ 573.00	£ 114.60	£ 687.60	03-24-027
Advanced Security Systems Ltd	Annual intruder and fire alarm monitoring/maintenance at Callicroft House	£ 315.00	£ 63.00	£ 378.00	03-24-028
Simply Washrooms Ltd	Sanitary bins / bambina unit at Callicroft / Casson / Pavilion	£ 880.00	£ 176.00	£ 1,056.00	03-24-029
SafetyMatters Ltd	Fire risk assessments for NSP Pavilion and Garage	£ 285.00	£ -	£ 285.00	03-24-030
Amazon Business	Easter eggs funded through Blakemore Foundation donation	£ 26.66	£ 5.34	£ 32.00	03-24-031
Society of Local Council Clerks	Annual membership fee for Deputy Clerk	£ 288.00	£ -	£ 288.00	03-24-032
Society of Local Council Clerks	Job vacancy advertising (June 2022 invoice)	£ 335.00	£ 67.00	£ 402.00	03-24-033
Society of Local Council Clerks	Job vacancy advertising (May 2022 invoice)	£ 498.00	£ 99.60	£ 597.60	03-24-034
Society of Local Council Clerks	Job vacancy advertising (October 2023 invoice)	£ 324.00	£ 64.80	£ 388.80	03-24-035
Amazon Business	Fire safety signs (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.41	£ 1.49	£ 8.90	03-24-036
Amazon Business	Fire safety sign (ref Fire Risk Assessment) for NSP Pavilion/Garage	£ 7.04	£ 1.41	£ 8.45	03-24-037
Soltech IT Ltd	ICT Business support - 2/3/24 - 1/6/24	£ 262.50	£ 52.50	£ 315.00	03-24-038
Soltech IT Ltd	Microsoft 365 business licenses / online kiosks	£ 189.36	£ 37.87	£ 227.23	03-24-039
DCK Accounting Solutions Ltd	Accounting support - February 2024	£ 292.50	£ 58.50	£ 351.00	03-24-040
Amazon Business	Paper for office	£ 29.96	£ 6.00	£ 35.96	03-24-041
Net World Sports	Football pitch ground sockets & lids x 2	£ 265.80	£ 53.16	£ 318.96	03-24-042
Rob Hainey Signs	Updated signs for CCTV at Rodway Rd and Scott Park	£ 244.00	£ -	£ 244.00	03-24-043
Jon Watkins	Deputy clerk expenses for eye test / office supplies	£ 39.23	£ 0.85	£ 40.08	03-24-044
Avon Local Councils Association	Year End and Audit training	£ 30.00	£ -	£ 30.00	03-24-045
Amazon Business	High pressure hose cleaning kit for Scott Park drains	£ 33.32	£ 6.67	£ 39.99	03-24-046
Amazon Business	Lawn levelling rake for Scott Park pitch maintenance	£ 58.32	£ 11.67	£ 69.99	03-24-047
GB Sport & Leisure	Repair of head casting and making good of Blakeney Rd Play Area swing	£ 449.00	£ 89.80	£ 538.80	03-24-048
GB Sport & Leisure	Play Area spare parts inc shackles, bushes, chains, seat and paint	£ 1,205.30	£ 241.06	£ 1,446.36	03-24-049
Thornbury Autocentre	MoT for Council truck	£ 70.50	£ -	£ 70.50	03-24-050
Concord Homecare Ltd	Initial deep clean of Casson Centre	£ 150.00	£ 30.00	£ 180.00	03-24-051
Concord Homecare Ltd	Initial deep clean of Callicroft House	£ 120.00	£ 24.00	£ 144.00	03-24-052
Jack Turner	Locum clerk services - March 2024 + additional hours w/c 18/2/24 - 11/3/24	£ 3,870.00	£ -	£ 3,870.00	03-24-053
Advanced Plumbing & Heating	Servicing of 2 x commercial boilers at NSP Pavilion	£ 190.00	£ 38.00	£ 228.00	03-24-054
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Total for March	£14,536.86	£1,886.33	£16,423.19	

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

The Council noted the financial statements for February 2024.

Cllr P Knight raised a query on the payment to EasyJet which the RFO confirmed it was to amend the flight dates at a cost to Patchway Community School, who have been invoiced.

Cllr R Loveridge raised a query on the payment for International Women's Day. Cllr N Field confirmed that resources were purchased for the educational purpose of the event, using the Member Award Funding grant that was given to the Town Council.

Cllr P Cottrell raised a query on the payment to a Professional Photographer and asked if it was necessary expenditure. The Chairman confirmed that this contractor had undertaken this work for a number of years and capturing the events.

RESOLVED: It was agreed by a majority with one abstention to note the reports.

c) To consider the quotation report for groundworks for the Pollinator Project.

The Council considered all three quotations that had been presented for approval to be spent from the West of England Combined Authority Pollinator grant. This quote formed stage one of the works.

RESOLVED: It was agreed by a majority with two abstentions to approve the quotation of £3000 from SJ Ward Agriculture contractor.

d) To consider the quotation report on the emergency call out service.

The Council noted that two quotes had been received but a third quote has not been received prior to the meeting, despite the Officer's asking the company on a number of occasions.

RESOLVED: It was unanimously agreed to approve the quotation of £1200 from Limitless Security for a one-year period from 1st April 2024.

e) To consider the quotation report for the upholstering of chairs at Callicroft House.

The Council considered all three quotations that had been presented for approval. The item was debated at length by the Councillors present.

Cllr N Field proposed proceeding with the cheapest quotation, which was seconded.

Cllr P Knight proposed an amendment to this resolution, that this item should be re-evaluated in May and this was seconded. Cllr R Loveridge stated that we would have a clearer picture of the Council's Finance's in May, hence why he was supporting the amendment.

RESOLVED: Upon being put to the vote, this proposal was not voted in favour of by a majority of Councillors.

RESOLVED: It was agreed by a majority, with four abstentions, to approve the quotation of £1239.45 from Phoenix Upholstery Services.

f) To consider the quotation report for the purchase of Mayoral Robes.

The Council considered all three quotations that had been presented for approval and debated the item in great detail. Cllr D Fry proposed that this item is deferred to the next meeting.

RESOLVED: It was agreed by a majority with 2 abstentions that this item should be deferred to the next meeting.

g) To consider the report on 'Youth Working Financing' and agree any actions in relation to this report.

The Council noted the report and that FACE were still awaiting the outcome of their National Lottery bid. The report detailed that extra budget could be utilised for youth work and the situation should be monitored until the outcome of the bid is known. The Council noted that the youth work provision could be removed on certain evenings if no funding is forthcoming from either the National Lottery or another source. This item will be re-visited at the next meeting.

19/03/2024 - No 7. To approve the terms and conditions of hire for 2024/2025:

- a) The Casson Centre.
- b) The Jason Franklin 3G Facility.
- c) The Cricket Pitch.
- d) Grass Pitch Hire.
- e) Twin-Lane Cricket Facility.

RESOLVED: It was unanimously agreed to approve the terms and conditions of hire.



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19/03/2024 - No 8. To receive the results of the community consultation on the Norman Scott Park Pavilion lift and any actions required as a result of this consultation.

The Council noted findings of the public consultation, which were that most residents would like to see the lift removed and a ramp installed. The Officers will now liaise with contractors who have carried out the original works, to get an idea of associated costs with this project. The advice given that the current ramp is not compliant for disabled users and would need to be amended. The Architect, Tom Partridge, had provided a quotation for drawing up a design and this fee would be £750.

RESOLVED: It was agreed by a majority, with one against, to approve the fee of £750 for the design and to defer this to the Finance Committee in April.

19/03/2024 - 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.

Cllr S Scott provided a written update which included drawing attention to South Gloucestershire Council's consultation for their 'Council Plan'. Cllr Scott also updated on the consultation about waste and recycling with a potential move to a reduced collection service.

b) Patchway Town Council Events.

The Council noted a verbal update from the Deputy Clerk. The event planning was underway and most of the items quoted for have been booked in. The Locum Clerk is working on the event plans and risk assessments for all events. This should be complete by April 2024. All events are on budget and income streams are being driven for all events, such as applying for the WECA Community Event grant for the Throwback Festival. The Finance Committee will review the budget tracker at the next meeting.

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. The minutes of the last meeting were noted.

d) Almondsbury Joint Burial Committee.

The Council noted the minutes of the last meeting. Cllr K Dando provided an update on the meeting and looking at the health and safety aspects of the burial grounds, which would now be considered by Almondsbury Parish Council. The land acquisition is still ongoing and there is now a pipe that there has been found through the site. The advert for the gardener has now gone live.

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

The Deputy Clerk provided an update on the works to the underpass at The Parade.

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. The planting should take place soon and the crossing be installed too. There will be more works on the Parade by Bromford after the conclusion of the road works, including some removal of walls to make an event space at The Parade. The officers will continue to keep residents informed.

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

The Deputy Clerk updated Councillors that the CCTV on Rodway Road had now been upgraded and was much better than it previously was, providing reassurance to residents



and business owners. All of the emergency services have been informed and new signage is being erected. There is also remote access to the CCTV system at the Office.

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 that an emergency 'Bleed Kit' had been installed, which had been donated by a local business, on the Norman Scott Park Pavilion. The Deputy Clerk is arranging an awareness session for training and all of the emergency services have been informed. The kit is designed for anyone to use, regardless of training.

j) Live Labs 2 (Greenprint) Project

The Council noted the update from the meeting and how South Gloucestershire Council intend on rolling out the plan on their land in Patchway. The scheme is South Gloucestershire Council's cut and collect project to re-use the grass cuttings. A meeting has been held with officers and a meeting was set up for Councillors to attend, which sadly wasn't taken up. It was confirmed that this would not be at a cost to the Town Council.

19/03/2024 - No 10. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16th April 2024 at 7pm at Callicroft House

The next meeting date was noted.

19/03/2024 - No 11. To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations, the public and press be excluded during consideration of the following agenda items.

RESOLVED: It was unanimously agreed to exclude the public and press for the below item.

19/03/2024 - No 12. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.

The Council noted the report from the Locum Clerk with the lessee is currently in breach of their lease. The Officers are working on a repayment plan and no further action is needed at this stage. The situation will be monitored by the Officers, with regular reports to Full Council.

RESOLVED: It was unanimously agreed to delegate authority to the Clerk and Deputy Clerk/RFO to draw up a plan of action.

The Meeting was closed by the Chairman at 20:10.



16/04/2024