

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 21st March 2023 at 19:00 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman) , R Walker, I Walker, P Knight, R Loveridge, K Dando, P Cottrell and B Hopkinson (19:01).

In attendance: J Turner (Town Clerk and RFO), J Watkins (Deputy Town Clerk), A Caswell, T Wiltshire, T Williams, T Stephens-Hickman, C Godsel and P Lusted (Patchway Sports and Social Club)

Absent: Cllrs E Gordon, J Buddharaju and S Shambhu.

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.

21/03/2023 - No 1 To receive questions from members of the public present.

None received.

21/03/2023 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr J Butler (other commitments), Cllr S Scott (other commitments), Cllr T Scott (other commitments) and Cllr E Martin (unwell).

21/03/2023 - 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.

21/03/2023 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 7th February 2023 and to receive the 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. The report was noted.

21/03/2023 - No 5 To note the minutes of the Finance Committee meeting held on Tuesday 14th March 2023 and to approve the following recommendations:

- a) **To approve the recommendation that Patchway Town Council reduce their hire rates to £100 for adult football pitch hire and £45 for junior football pitch hire, with no block booking discount for the 2023/2024 financial year.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendation with the amendment that the prices from the 2022/2023 financial year were frozen for the 2023/2024 financial year.

- b) **To approve the recommendation that Patchway Town Council adopts the grant awarding policy.**

- c) **To approve the recommendation that Patchway Town Council adopts the sponsorship rates for 2023/2024.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendations.



21/03/2023 - No 6 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 14th March 2023 and to approve the following recommendations:

- a) **To approve the recommendation that the S106 monies for an ‘Older Persons Hard Court Area’ should be drawn down and quotes sought for this purpose.**

RESOLVED: It was unanimously agreed to approve the recommendation.

21/03/2023 - No 7 Council Finance

- a) **To note the financial position of the Council’s bank and investment accounts.**
b) **To note the bank reconciliation, bank statements, income and expenditure and monthly summary of accounts reports for January and February 2023.**

The reports were noted.

- c) **To approve the expenditure and authorise payments.**

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

| Payee | Invoice Detail | Net (cost to council) | VAT | Gross | Our Ref |
|-------------------------------|--|-----------------------|------------------|-------------------|-----------|
| EDF Energy | Electricity at Blakeney Allotments - 23/11/22-22/2/23 | £ 213.95 | £ 11.26 | £ 225.21 | 03-23-010 |
| Gary Millard Creative | Photography for Remembrance Parade / Fireworks 2022 | £ 92.50 | £ - | £ 92.50 | 03-23-011 |
| Network Rail | Land over Patchway Tunnels 25/3/23 to 24/3/24 | £ 212.95 | £ 42.59 | £ 255.54 | 03-23-012 |
| Advanced Plumbing & Heating | Leak investigation at Blakeney Allotments | £ 70.00 | £ 14.00 | £ 84.00 | 03-23-013 |
| South Gloucestershire Council | Christmas Lights 2022 installation / removal | £ 12,286.00 | £ 2,457.20 | £ 14,743.20 | 03-23-014 |
| Murray Hire Centres Ltd | Tree cutting equipment hire & fuel | £ 153.45 | £ 30.69 | £ 184.14 | 03-23-015 |
| Melhuish & Saunders | NSP Pavilion - small works | £ 450.19 | £ 90.04 | £ 540.23 | 03-23-016 |
| Living Wage Foundation | Employer Accreditation 2023 | £ 60.00 | £ 12.00 | £ 72.00 | 03-23-017 |
| Prolific Solutions Ltd | Photocopying chargers - February 2023 | £ 95.78 | £ 19.16 | £ 114.94 | 03-23-018 |
| lonet Systems Ltd | Quarterly service Contract Fee | £ 250.00 | £ 50.00 | £ 300.00 | 03-23-019 |
| Watt Design Studio Ltd | Casson Centre boiler repairs & site visits | £ 685.80 | £ 137.16 | £ 822.96 | 03-23-020 |
| Baker Ross Ltd | Craft supplies for Community Hub at Easter | £ 81.37 | £ 15.48 | £ 96.85 | 03-23-021 |
| Kadine A Sutherland | Cleaning - February - Callicroft / Casson / Pavilion | £ 675.00 | £ - | £ 675.00 | 03-23-022 |
| Thornbury Autocentre | PTC truck tracker subscription | £ 324.00 | £ 64.80 | £ 388.80 | 03-23-023 |
| Thornbury Autocentre | PTC truck annual service / MoT / repairs | £ 495.22 | £ 99.05 | £ 594.27 | 03-23-024 |
| Isobel Walker | Expenses - Community Hub at Casson Centre | £ 105.02 | £ 5.83 | £ 110.85 | 03-23-025 |
| Jack Turner | Expenses - various | £ 506.28 | £ 85.92 | £ 592.20 | 03-23-026 |
| Brosch | Heavy duty Refuse Bags | £ 330.00 | £ 66.00 | £ 396.00 | 03-23-027 |
| Mayors Charity | Donations raised by PTC events payable to Mayor’s Charity Fund | £ 1,159.05 | £ - | £ 1,159.05 | 03-23-028 |
| Total for March 23 | | £18,246.56 | £3,201.18 | £21,222.53 | |

21/03/2023 - No 8 To consider the quotation report on the renewal of Patchway Town Council’s Motor Fleet Insurance Policy, due for renewal in April 2023.

The Council considered the report and the three quotations gathered.

RESOLVED: It was agreed by a majority with one abstention to approve the quotation from Zurich on a three-year long term agreement for the amount of £2132.02 per annum.

21/03/2023 – No 9 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.

- a) **Community Engagement.**

The Council noted the progress as below, all actions had been completed.

| | Priority Projects | Community Engagement |
|-------------------------------------|--|-----------------------------|
| Timescale for Implementation | Responsible Committee | Full Council |
| 2022/2023 | | |
| | Redevelopment of Patchway Community Centre | Monthly Newsletter |
| | Scott Park Pavilion Project | Patchway Festival |
| | | Social Media |
| | | Live Streaming Meetings |
| | | Community Events |
| | | Flyers and Leaflets. |
| | | Housing. |

21/03/2023 - No 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

No updates received.

b) Future Council Events in Patchway including the 70th Anniversary Celebrations.

The Council noted that the events web page had gone live.

c) The Patchway Community Hub at The Casson Centre.

The community hub was going well with £7820 being sourced in grants. This would go towards new furniture in the room. Cllr I Walker stated that the Mother's Day event had gone very well and over 70 children had benefited from it.

d) Almondsbury Joint Burial Committee.

The Council noted an update from Cllr K Dando. It was noted that Almondsbury Parish Council were against the employment of the gardener and it was recommended that Patchway Town Council writes to Almondsbury Parish Council to express their unhappiness at this situation.

RESOLVED: It was unanimously agreed to write a letter expressing the Town Council's concerns and to be circulated to the Clerk of the AJBC along with the AJBC Councillors.

e) Youth Work in Patchway

The Council noted an update. FACE were going from strength to strength with their detached youth work as well as the work in the centre. There are still a few issues with the lease on The Patch, which will be worked over by FACE and Southern Brooks over the coming months. FACE were going to be involved heavily with the Twinning visit in May 2023.

21/03/2023 - No 11 To note that the next meeting of Patchway Town Council will be the Annual Meeting of Patchway Town Council held on Tuesday 16th May 2023 at 7pm.

Noted.

21/03/2023 - No 12 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 items.

21/03/2023 - No 13 To receive an update on the lease agreement pertaining to Patchway Sports and Social Club and to agree any actions with respect to the agreement.

Cllr K Dando declared his interest but requested a dispensation to stay in the room on this matter.

RESOLVED: It was agreed by a majority, with one abstention, to grant Cllr K Dando a dispensation on this matter.

The Chairman welcomed the new committee from Patchway Sports and Social Club who spoke about the club's financial position and the plans that they had in place to ensure the long term viability of the club. Councillors asked questions and were happy with the responses that were given. The Council noted an update from the Clerk with regards to the lease agreement and S146 notice.

RESOLVED: It was agreed by a majority, with one abstention, to close off the S146 notice and to further review the lease agreement conditions in 6 months' time.

The meeting was closed at 19:27.



16/5/2023