

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 15th of February 2022 at 19:00 at Callicroft House, Patchway.

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| Councillors: | J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, J Buddharaju, P Cottrell, D Lawrence, P Knight, S Shambhu B Hopkinson, E Gordon (19:01) and E Martin (19:02). |
| In attendance: | J Turner (Town Clerk and RFO) and Ternaya Cummings (South Gloucestershire Playscheme) |
| Absent: | None. |
| Members of the Public: | Ten. |

As the time was 19:00, the Chair, Cllr J Butler 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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

15/02/2022 - No 1 To receive a presentation from South Gloucestershire Playscheme on the Patchway Playscheme.

The Chairman invited Ternaya Cummings to address the Council. 388 children attended the Patchway playscheme over the Summer and 74 families attended the Halloween workshops. 33% of these were from a BAME background. 46% of these children had additional needs. The Council learned that the playscheme worked throughout the pandemic and has gotten strong over this time. The Council were provided with financial documents for the Patchway scheme. The Council learned that Ternaya would be offering a youth worker training programme and this income will pay for some of the playscheme activities. The Chairman stated that it was good to see that a lot of progress had been made in a small amount of time. The Council thanked Ternaya for the presentation.

15/02/2022 - No 2 To receive questions from members of the public present.

A group of residents raised questions over the planning application for five dwellings at the rear of Epney Close. Comments were passed to the Clerk, for a response and the Chairman advised all residents to put their thoughts onto the planning portal. There 1was concern about over-development, parking and refuse vehicles access. The Council stated that they had objected to this when the scheme was first discussed and that the Parks, Planning and Transport Committee would be writing a formal response at the meeting on Tuesday 22nd February 2022.

A resident raised an issue with the visibility on the road onto the Gloucester Road from the bungalows stating that the access was dangerous. The Clerk would send this onto South Gloucestershire Council and report back to the resident.

15/02/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs S Scott (Working) and T Scott (Prior Commitment).

15/02/2022 - 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.

Cllrs R Loveridge, K Dando and P Cottrell declared their interest in item 21.



15/02/2022 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was agreed by a majority with three abstentions, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 21.

15/02/2022 - No 6 To approve the minutes of the Patchway Town Council meeting held on 18th January 2022 and to note any issues.

a) **To receive the Clerk/RFO's report for this committee meeting.**

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

15/02/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 25th January 2022 and to consider the below recommendations:

a) **To approve the recommendation that Patchway Town Council adopts the unchanged terms and conditions for Football Pitch Hire, 3G Pitch Hire, Cricket Net Hire and Cricket Pitch Hire.**
The minutes were noted.

RESOLVED: It was unanimously agreed to approve the terms and conditions with the amendments on the '3G Pitch Hire' to remove the 'G' and the change word 'is' to 'are' on item 2.

15/02/2022 - No 8 To note the minutes of the Finance Committee held on Tuesday 8th February 2022 and to consider the below recommendations:

a) **To approve the recommendation that Patchway Town Council adopts the hire charges for 2022/2023.**

RESOLVED: It was unanimously agreed to adopt the hire charges as below.

| Site | Room | Patchway Community Rate (Proof of a Patchway Postcode) | Standard Rate |
|-------------------|--|--|---------------|
| The Casson Centre | The Casson Centre Hall - Large room including commercial kitchen and fully accessible toilets. | £10 per hour | £12 per hour |
| Callicroft House | The Boardroom | £10 per hour | £12 per hour |
| | Meeting Room | £10 per hour | £12 per hour |

| Facility | Hire Terms | Standard bookers (1 - 9 SESSIONS) INC VAT AT 20% | Block bookers (10 or more sessions) EXC VAT subject to meeting requirements |
|----------------------|--|--|--|
| Football Pitches | Adult block bookers - 20 games | | £1,224.00 |
| Football Pitches | Adult block bookers - 15 games | | £1,008.00 |
| Football Pitches | Adult block bookers - 10 games | | £648.00 |
| Football Pitches | Youth (under 18s) block bookers - 20 games | | £703.00 |
| Football Pitches | Youth (under 18s) block bookers - 15 games | | £518.00 |
| Football Pitches | Youth (under 18s) block bookers - 10 games | | £333.00 |
| | Hirers booking 1 - 9 games per season | | |
| Football Pitches | Adult - Regular hirers per game | £86.40 | |
| Football Pitches | Youth (under 18s) - regular hirers per game | £44.40 | |
| Cricket Pitches | All block bookers - Up To 20 games | | £1,350.00 |
| 3G Facility | 1 Hour Hire | £36.00 | £30.00 |
| Cricket Net Facility | 1 Hour Hire | £36.00 | £30.00 |



15/02/2022 - No 9 Council Finance.

a) To note the current financial position of the two bank accounts.

The Council noted the current positions as of 15th February 2022:

Current Account - £1000

Business Reserve - £127,884.56

b) To note the current financial position of the Town Council's Investments.

The Council noted the current positions as of 1st February 2022:

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for January.

d) To note the income and expenditure reports for January.

e) To approve the expenditure report and authorise payments.

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

| Payments for February 2022 | | | | | |
|----------------------------------|---|-----------------------|-------------------|--------------------|-----------|
| Payee | Invoice Detail | Net (cost to council) | VAT | Gross | Our Ref |
| Advanced Plumbing and Heating | Office Toilet Repair. | £ 66.20 | £ 13.24 | £ 79.44 | 02-22-001 |
| Alan Coward and Son | Hire of Two Drying Rooms. | £ 240.24 | £ 48.05 | £ 288.29 | 02-22-002 |
| Avon Local Councils' Association | FOI Training Course for Clerk. | £ 30.00 | £ - | £ 30.00 | 02-22-003 |
| Avon Local Councils' Association | GDPR Training Course for Clerk. | £ 30.00 | £ - | £ 30.00 | 02-22-004 |
| Avon Local Councils' Association | GDPR Course for Office Administrator. | £ 30.00 | £ - | £ 30.00 | 02-22-005 |
| Avon Local Councils' Association | Strategies to identify new Councillors Course. | £ 30.00 | £ - | £ 30.00 | 02-22-006 |
| Blakeney Road Allotments | Electricity Contribution. | £ 74.66 | £ - | £ 74.66 | 02-22-007 |
| Brosch | Heavy Duty Refuse Sacks. | £ 125.00 | £ 25.00 | £ 150.00 | 02-22-008 |
| Cook Brown Building Control. | PCC Project: Building Control. | £ 900.00 | £ 180.00 | £ 1,080.00 | 02-22-009 |
| Fleet. | Line Marking Fluid and Machine. | £ 1,207.52 | £ 241.50 | £ 1,449.02 | 02-22-010 |
| GB Sports and Leisure. | Skate Park Paint. | £ 133.40 | £ 26.68 | £ 160.08 | 02-22-011 |
| GB Sports and Leisure. | Play Park Paint. | £ 987.01 | £ 197.40 | £ 1,184.41 | 02-22-012 |
| GB Sports and Leisure. | Birds Nest Seat. | £ 732.38 | £ 146.48 | £ 878.86 | 02-22-013 |
| Gordon Playground Inspections. | Operational Inspections - January 2022. | £ 360.00 | £ 72.00 | £ 432.00 | 02-22-014 |
| Ionet Systems LTD | WAP Web-Management. | £ 6.00 | £ 1.20 | £ 7.20 | 02-22-015 |
| J & Sons Electrical Services | Change outdoor box at Scott Park - Cricket Nets. | £ 203.00 | £ - | £ 203.00 | 02-22-016 |
| J & Sons Electrical Services | Callicroft House - Lighting Work. | £ 205.00 | £ - | £ 205.00 | 02-22-017 |
| KT Properties LTD. | Installing VE Bench in Charlton Hayes. | £ 630.00 | £ 126.00 | £ 756.00 | 02-22-018 |
| Mytum and Selby LTD | PPE Recycling Boxes. | £ 1,250.00 | £ 250.00 | £ 1,500.00 | 02-22-019 |
| National Security group | Security Account - January 2022. | £ 125.00 | £ 25.00 | £ 150.00 | 02-22-020 |
| National Security group | Security Account - 2021. | £ 60.00 | £ 12.00 | £ 72.00 | 02-22-021 |
| National Security group | Scott Park Security - 2020 Outstanding. | £ 1,745.00 | £ 349.00 | £ 2,094.00 | 02-22-022 |
| Patchway Community Association | PCC Project: Electricity Contribution - October 2021 - February 2022. | £ 1,948.81 | £ - | £ 1,948.81 | 02-22-023 |
| Patchway Community Association | PCC Project: Electricity Contribution - March 2021 - September 2021. | £ 1,128.47 | £ - | £ 1,128.47 | 02-22-024 |
| Patchway Community Association | PCC Project: Water Usage - September 2020 - January 2022. | £ 520.85 | £ - | £ 520.85 | 02-22-025 |
| Prolific Solutions | Printing Costs - January 2022. | £ 122.10 | £ 24.42 | £ 146.52 | 02-22-026 |
| Pro Structures | NSP Pavilion: Structural Engineer. | £ 270.00 | £ 54.00 | £ 324.00 | 02-22-027 |
| RBS Rialtas. | Making Tax Digital Annual Support. | £ 59.00 | £ 11.80 | £ 70.80 | 02-22-028 |
| So Clear | Window Cleaning at Callicroft House. | £ 50.00 | £ - | £ 50.00 | 02-22-029 |
| South Gloucestershire Council | Mower Service. | £ 503.96 | £ 100.79 | £ 604.75 | 02-22-030 |
| South Gloucestershire Council | Hire of Christmas Lights. | £ 16,834.00 | £ 3,366.80 | £ 20,200.80 | 02-22-031 |
| Sundeala | PCC Project: Noticeboards. | £ 769.65 | £ 153.93 | £ 923.58 | 02-22-032 |
| The Bush Consultancy | NSP Pavilion: Architect. | £ 1,675.00 | £ 335.00 | £ 2,010.00 | 02-22-033 |
| Thornbury Autocentre | Puncture Repair. | £ 15.00 | £ 3.00 | £ 18.00 | 02-22-034 |
| Willbox | Hire of Shower Unit. | £ 380.00 | £ 76.00 | £ 456.00 | 02-22-035 |
| XL Displays | External Noticeboard. | £ 885.00 | £ 177.00 | £ 1,062.00 | 02-22-036 |
| J & Sons Electrical Services | Scott Park Container - Socket Repair. | £ 65.00 | £ - | £ 65.00 | 02-22-037 |
| Melrose Associates | NSP Pavilion: Pre-Contract and Cost Planning. | £ 450.00 | £ - | £ 450.00 | 02-22-038 |
| Watt Design | PCC Project: Site Visit. | £ 270.00 | £ 54.00 | £ 324.00 | 02-22-039 |
| | Total for February 2022 | £ 35,117.25 | £ 6,070.29 | £ 41,187.54 | |



15/02/2022 - No 10 To consider the following planning applications:

a) P22/00476/F - Erection of 1 no. semi-detached dwelling with associated works. - Land At 221 Rodway Road Patchway South Gloucestershire BS34 5EG.

RESOLVED: It was agreed by a majority, with three abstentions, to raise an objection to this planning application. There were concerns over the already overcrowded street next to Callicroft Primary Academy. There were concerns raised about the access from the lane for children during before and after school hours.

b) P22/00550/F - Application for planning permission to extend an existing dropped kerb to allow for additional off street parking on the property. - 20 Callicroft Road Patchway South Gloucestershire BS34 5BX.

RESOLVED: It was unanimously agreed to raise no objections to this application.

15/02/2022 - No 11 To consider the quotation for installing additional lampposts within the Norman Scott Park boundary alongside the pathway from Clermont Close down to the end of Pretoria Road Allotments.

The Council noted only one quotation was provided, however the contractor had been recommended by South Gloucestershire Council's Lighting Team.

RESOLVED: It was agreed by a majority, with two abstentions, to approve the quotation from W & N Adams for the amount of £15,154.56. The Clerk advised this would be taken from the New Projects reserve.

15/02/2022 – No 12 To consider the quotations for running sports workshops during the Easter Half Term, excluding bank holidays.

The Council considered the report from the Clerk.

RESOLVED: It was agreed by a majority, with one abstention, to approve the quotation from Signature Sports Coaching for the amount of £560.

Cllr R Walker left the meeting at 20:07.

15/02/2022 – No 13 To consider whether to tender for the Bradley Stoke Town Council outdoor area maintenance contract.

RESOLVED: It was unanimously agreed to not tender for this contract.

15/02/2022 – No 14 To consider the request from Circus Ginnett to visit Patchway in July 2022.

RESOLVED: It was agreed by a majority with two votes against and one abstention to deny the request from Circus Ginnett.

15/02/2022 – No 15 To consider the consultation regarding the Town and Country Planning Act 1990 - Section 257 South Gloucestershire Council (Footpaths OPA 13 (part) and OAY 81 (part) at Patchway Industrial Estate) Public Path Diversion Order 2022.

Cllr E Gordon declared an interest and had taken no part in the discussion.

RESOLVED: It was unanimously agreed to note the consultation.

15/02/2022 – No 16 To consider Patchway Town Council's response to South Gloucestershire Council's Local Plan Consultation

RESOLVED: It was unanimously agreed to defer this item to the meeting in March.

15/02/2022 – No 17 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2021/2022.

a) Community Engagement.

The Council noted that good progress had been made since the previous meeting.



| | |
|-------------------------------------|-----------------------------|
| | |
| | Community Engagement |
| Timescale for Implementation | Full Council |
| 2021/2022 | |
| | Monthly Newsletter |
| | Patchway Festival |
| | Social Media |
| | Live Streaming Meetings |
| | Community Events |
| | Flyers and Leaflets. |

- i. **To consider writing to ‘The Property Ombudsman’ regarding a Bromford property in Stroud Road.**

RESOLVED: It was unanimously agreed to defer this to the March meeting due to change within Bromford housing.

- ii. **To consider raising a concern regarding Gateway account management fees to ‘The Property Ombudsman’ or similar organisation for further investigation.**

RESOLVED: It was unanimously agreed to raise the concern. Cllr J Buddharaju was happy to take this up with South Gloucestershire Council. The Clerk would invite the managing director of Gateway to a future meeting.

15/02/2022 - No 18 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

The Council noted a report from Cllr B Hopkinson on the formation of a new Parish Council for Charlton Hayes. The consultation will now move to phase 2.

The Council noted a report from Cllr S Shambhu on local road re-surfacing on Callicroft, Hazeldene and Sycamore. Hazeldene road had been completed.

Cllr E Gordon asked for the consultation response numbers to the Charlton Hayes Parish Consultation. Cllr E Gordon also asked for an update on his previous request in January. Cllr S Shambhu replied stating that it would not be possible for Highwood Road to be re-opened for the vehicles to have access in peak times due to the data not being strong enough for a re-opening and also the designated bus routes.

RESOLVED: It was unanimously agreed to invite Brian Glasson the next Council meeting to discuss a possible re-opening of Highwood Road now that a new Parish for Charlton Hayes was being formed.

- b) **Patchway Community Centre Redevelopment.**

The Clerk provided an update. Practical Completion was achieved on 2nd February. Work is ongoing to agree the final account.

- c) **Norman Scott Park Pavilion Redevelopment.**

The Clerk provided an update. The works would commence on 28th February 2022.

- i. **To consider electing a Clerk of Works for the project.**

RESOLVED: It was agreed by a majority with one abstention to elect Cllr J Butler.



d) The Casson Centre refurbishment project.

The Council noted that the Clerk and Chairman had approved a quote for a cost plan to be drafted up by Lee McGreevy, a QS appointed on the Council's projects.

e) Coniston Community Association.

Cllr E Gordon provided an update. The accounts should be received by the Town Clerk in the next few days as they have now been signed off.

f) Bromford Housing Association.

The Council noted that Mark Greveson would be attending the March council meeting.

g) Youth Work Working Party.

The Council noted that Cllr I Walker had resigned from the Working Party. The Clerk provided an update. The minutes of a meeting between South Gloucestershire Council, Patchway Town Council and Southern Brooks Community Partnerships were circulated. The working party had met with Patchway Community School students and discussed what they would like to see. They had said they want somewhere they can go with little or no supervision, plug their phones in, play music and relax. The young people also wanted some more safe spaces within Patchway and more ownership over what they do in the Youth Centre.

i. To consider funding some Easter Activity packs in partnership with Southern Brooks Community Partnerships.

The Council noted that no quotation has been provided by Southern Brooks despite emails from the Clerk. It was agreed to ask them and South Gloucestershire Playscheme to quote for this work for 2500 children and this would be considered by the Finance Committee in March.

h) Queen Elizabeth's Platinum Jubilee 2022.

i. To consider changing the location of the Friday and Saturday event from Scott Park to The Parade.

RESOLVED: It was unanimously agreed to look into holding the event at The Parade, Coniston Primary School, Aerospace Bristol or on the YTL arena site. The Clerk would feedback to the next meeting.

ii. To consider the content of a congratulatory letter to Queen Elizabeth II and agree to send this to Buckingham Palace.

RESOLVED: It was unanimously agreed to send the letter.

i) Patchway Twinning Association.

The Clerk provided an update. The visit in June was nearly fully planned and all members were urged to attend the welcome event and civic dinner. The Council also noted the Twinning Youth Camp was being set up for August.

j) Almondsbury Joint Burial Committee.

No update was given.

k) Patchway 100 Working Party.

i. To re-consider the scope of this project.

The Clerk provided an update. 275 residents had been given food packages through the February half term help.

RESOLVED: It was unanimously agreed to carry on with this project for the summer and winter holidays focusing on youth. Cllrs B Hopkinson and J Buddharaju would



check their MAF balances and feedback to the Clerk. It was further resolved unanimously to purchase a large television and games console with the MAF money, if available.

l) Coniston Medical Practice.

No update was given. It was agreed to invite David Clark to a future meeting.

m) Residents Association of Charlton Hayes.

The Councillors noted the update from Cllr P Knight on the rewilding project.

15/02/2022 - No 19 To note that the next meeting of Patchway Town Council will be held on Tuesday 15th March 2022 at 7pm.

Noted.

15/02/2022 - No 20 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.

15/02/2022 - No 21 To receive an update on the lease agreement with Patchway Sports and Social Club.

The Council noted the update from the Town Clerk.

RESOLVED: It was unanimously agreed to suspend standing orders at 21:30 to allow the Council to finish the business on the agenda.

RESOLVED: It was agreed by a majority, with three abstentions, for the Chairman, Vice-Chairman and The Clerk to meet urgently with the representatives and present the options and feedback to an extraordinary meeting of the Town Council on 22nd February 2022.

The meeting was closed at 21:52.

