

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 15th December 2020 at 19:00 by video link (Go to Meeting Application)

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call.

Councillors: S Scott (in the chair), R Loveridge, J Buddharaju, J Butler, P Cottrell (19.15), K Dando, B Hopkinson, E Martin, S Shambhu, I Walker, R Walker.

In attendance: L Squire (Clerk), J Turner (Deputy Clerk and RFO)

Absent: Cllr T Scott

Members of the Public: 3

As the time was 19:00, the Chair, Cllr S Scott called the meeting to order.

15/12/2020--No 1. To receive any questions from members of the public present.

A resident raised about the excessive litter in the lane on Coniston Rd going to Asda, advised it will be taken up with South Gloucestershire Council.

15/12/2020--No 2. To receive any apologies for absence.

Apologies were received from Cllrs E Gordon and G Pykov (working).

15/12/2020--No 3. 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.

15/12/2020-No 4 To consider and approve any dispensations for this meeting

Cllrs Loveridge and Cllr Dando asked for dispensations on item 19 relating to the sports and social club.

15/12/2020—No 5. To consider and approve the minutes of the Patchway Town Council held on 17th November and to note any issues.

RESOLVED: by a majority with one abstention to agree the minutes as a true and accurate record.

15/12/2020--No 6. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 24th November 2020 and consider the recommendations:

a) **To approve the recommendation that N Brock is added to the Council's preferred supplier's list for Tree Maintenance.**

RESOLVED: It was unanimously agreed to note the minutes and approve the recommendation.

15/12/2020--No 7. To note the minutes of the meeting of the Finance Committee held on 8th December 2020 and consider any recommendations:

a) **To approve the recommendation that the Council finances the Scott Park Pavilion Project as set out in the RFO's report and agree for the project manager to start the tender documents.**

RESOLVED: It was unanimously agreed to note the minutes and approve the recommendation.

15/12/2020--No 8. To consider the budget proposals as detailed in the RFO's budget report as well as the detailed budget sheet.

RESOLVED: The budget proposals were unanimously agreed which included funding for capital projects.

15/12/2020- no 9 To approve the recommendation from the Finance Committee, that Patchway Town Council set the precept at £730,655 for the 2021/2022 financial year.

RESOLVED: to maintain the current precept of £730,655 for the 2021/22 financial year which will mean as the tax base is higher than last year, it will result in a decrease of £6.31 per household based on a 'Band D Equivalent', which is a 3.33% reduction.

15/12/2020--No 10. Council Finance.

- a) To note the current financial position of the two bank accounts
- b) To note the current financial position of the Town Council's Investments.
- c) To note the Bank Reconciliation and Bank Statements for November
- d) To note the income and expenditure reports for November
- e) To note the monthly summary of accounts for November

RESOLVED: It was unanimously agreed to note the reports.

e) To approve the expenditure report and authorise payments.

RESOLVED: To unanimously agree the expenditure report and authorise payments as below.

Payments for December 2020						
Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Avon Local Council's Association	Risk Management Course for Deputy Clerk	£ 15.00	£ -	£ 15.00	LGA 1972 S111	12-20-001
Beard	Patchway Community Centre Project - Valuation 3.	£ 43,013.15	£ 8,602.63	£ 51,615.78	LGA 1972 S133	12-20-002
Blakeney Road Allotments	Electricity Bill.	£ 69.00	£ -	£ 69.00	Open Spaces Act 1906 s9 & s10	12-20-003
The Consortium	Stamp for Invoices.	£ 13.43	£ 2.69	£ 16.12	LGA 1972 S111	12-20-004
The Consortium	Push Pins.	£ 2.90	£ 0.58	£ 3.48	LGA 1972 S111	12-20-005
Cordell Health	Occupational Health Consultation.	£ 570.00	£ -	£ 570.00	LGA 1972 S112	12-20-006
Davies and Partners Solicitors	Legal Services for the Lease Agreement.	£ 1,034.00	£ 206.80	£ 1,240.80	LGA 1972 S111	12-20-007
EE	Phone Bill (Settlement of Account).	£ 60.23	£ -	£ 60.23	LGA 1972 S111	12-20-008
FRS Countrywear	Safety Boots.	£ 93.90	£ -	£ 93.90	Public Health Act 1987	12-20-009
GRS Stone Supplies	Removal of Stone from 3G Pitch.	£ 75.00	£ 15.00	£ 90.00	Open Spaces Act 1906 s9 & s10	12-20-010
Ionet Systems LTD	Annual IT Support Contract.	£ 800.00	£ 160.00	£ 960.00	LGA 1972 S111	12-20-011
Jenkins and Potter	Patchway Community Centre Project - S106/Wessex Water Application.	£ 600.00	£ 120.00	£ 720.00	LGA 1972 S111	12-20-012
Heritage Sheds and Fencing LTD	Benches for The Tumps.	£ 552.47	£ 110.49	£ 662.96	Open Spaces Act 1906 s9 & s10	12-20-013
Hughie Willett Machinery LTD	Kubota Trailer.	£ 2,155.00	£ 431.00	£ 2,586.00	Open Spaces Act 1906 s9 & s10	12-20-014
J & Sons Electrical Services	CCTV Installation at Callicroft House.	£ 627.59	£ -	£ 627.59	Local Government Rating Act 1997	12-20-015
Melrose Associates	Contract Administration for the MUGA and Nets.	£ 220.00	£ -	£ 220.00	LGA 1972 S111	12-20-016
Melrose Associates	Contract Administration and QS Services for the Patchway CC project.	£ 1,760.00	£ -	£ 1,760.00	LGA 1972 S111	12-20-017
Neil Johnson Sports Lighting Consultants LTD	Lighting inspection and report for 3G pitch.	£ 1,600.00	£ -	£ 1,600.00	LGA 1972 S111	12-20-018
Night and Day Locksmiths	Change lock at Scott Park Tea Room.	£ 100.00	£ -	£ 100.00	Local Government Rating Act 1997	12-20-019
N Brock	Tree Work - Raising canopy's.	£ 790.00	£ -	£ 790.00	Open Spaces Act 1906 s9 & s10	12-20-020
PKF Littlejohn	External Audit Work and Report.	£ 1,300.00	£ 260.00	£ 1,560.00	LGA 1972 S111	12-20-021
Prolific Solutions LTD	Printing Costs November.	£ 77.66	£ 15.53	£ 93.19	LGA 1972 S111	12-20-022
Prostructures	PCC Project Fees.	£ 765.00	£ 153.00	£ 918.00	LGA 1972 S111	12-20-023
Prostructures	PCC Project Fees.	£ 765.00	£ 153.00	£ 918.00	LGA 1972 S111	12-20-024
Roll and Scroll	COVID-19 Memorial Bench.	£ 1,100.00	£ -	£ 1,100.00	LGA 1972 S111	12-20-025
South West Councils	Investigation Costs.	£ 2,537.70	£ 507.54	£ 3,045.24	LGA 1972 S112	12-20-026
Silverback Aboricultural	Aboricultural Report for Pavilion Project.	£ 650.00	£ 130.00	£ 780.00	Open Spaces Act 1906 s9 & s10	12-20-027
Rob Hayney	Signs for the Rodway Road planters.	£ 90.00	£ -	£ 90.00	Open Spaces Act 1906 s9 & s10	12-20-028
The Bush Consultancy	Architectural Services for PCC Report.	£ 1,700.00	£ 340.00	£ 2,040.00	LGA 1972 S111	12-20-029
Thornbury Self Drive Hire	Monthly Tracker Subscription.	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906 s9 & s10	12-20-030
StokesMorgan Planning	PCC Project - Managing S137 Fee.	£ 330.00	£ 66.00	£ 396.00	LGA 1972 S111	12-20-031
Gordon Playground Inspections LTD	Annual Play Inspection	£ 450.00	£ 90.00	£ 540.00	Open Spaces Act 1906 s9 & s10	12-20-032
	Total for December 2020	£63,943.03	£11,369.46	£75,297.49		

15/12/2020-No 11 To receive and consider the External Auditor's Report and to note the conclusion of the audit for the financial year 2019/2020.

RESOLVED: the report was considered with the explanation provided by the Deputy Clerk and RFO with the comments provided by the accountant. The Council thanked the Deputy Clerk and RFO and the rest of the staff for the work undertaken.

15/12/2020-No 12 To receive the feedback from the public consultation on the three-year plan and to agree to adopt the plan, with any amendments made.

Council were advised that 25 comments had been received relating to the outside areas and budget issues, the plan has been revised to take these into account.

RESOLVED:- unanimously to adopt the three-year plan.

15/12/2020-No 13 To agree the naming of the 3G Pitch to be 'The Jason Franklin 3G Facility'

RESOLVED- Unanimously to agree to name the 3G pitch 'The Jason Franklin 3G Facility'.

15/12/2020-No 14 To consider the correspondence from South Gloucestershire Council relating to Highwood Road and agree any actions.

It was noted that Council were disappointed with the South Gloucester response.

RESOLVED: that the form indicated is to be completed and a separate Council meeting to be held to discuss this.

15/12/2020 -No 15 To consider the following planning applications received

[37, Stroud Road Installation of front and rear dormers to facilitate loft conversion](#)

[Charlton Square-Variation of conditions Major mixed-use development across 81.25 hectares of land comprising 2,200 new dwellings, 66,000 sq m of employment floor space \(B1, B2 and B8\), 1,500 sq m of A1, A2, A3, A4 and A5 floor space: together with the provision of supporting infrastructure and facilities including; new vehicular and pedestrian accesses to Highwood Road, new link road, public open space, primary school, community building, hotel](#)

RESOLVED: That there were no objections to the two planning applications.

15/12/2020--No 16. 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 reports from Cllrs S Scott, B Hopkinson, S Shambhu and J Buddharaju.

b) Patchway Community Centre Redevelopment Project

The Council considered the report from the project manager. The Council noted that the project manager was waiting for information from the contractor relating to the reasons for the anticipated delay in the project.

c) 3G and Cricket Nets Projects.

The Council considered the report from the project manager and noted that the lights and corner should be rectified in January. Council were advised that there have been very positive comments about the facility and a lot of queries and bookings.

d) The Pavilion Project.

The Council considered the report from the project manager and noted that electric car charging will be installed as per South Gloucester Council request and that the intention is that a grant is obtained to cover this, not the s106 monies. Council were advised that very positive comments had been received on the planning application and hopefully the tender will be issued by the end of January 2021.

e) Coniston Community Association.

No update received.

15/12/2020--No 17. To note that the next meeting will be on the 19th January 2021 at 7pm.

Noted.

CLOSED SESSION

15/12/2020--No 18. To consider any recommendations from the Personnel Committee meeting held on Monday 14th December 2020 and agree any actions

Council were advised that the staff Time and Motion study has commenced, and a further update will be provided in January 2021.

15/12/2020-No 19 To consider the matters relating to Patchway Sports and Social Club.

RESOLVED:- by a majority with 3 abstentions to defer payment for another month and an email to be sent to Doug Coles for him to provide an update.

15/12/2020- No 20 To consider the motion from Cllr R Walker relating to 'Councillors giving instructions to Council Employees'.

RESOLVED:- unanimously that all councillors are reminded that they cannot give instructions to council employees.

The meeting was closed at 20.03