

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 13th December 2022 at 19:00 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman), S Scott, E Gordon, R Walker, I Walker, S Shambhu, T Scott, R Loveridge, J Butler, K Dando, P Cottrell (19:02) and J Buddharaju (19:08).

In attendance: J Turner (Town Clerk and RFO), Jon Watkins (Deputy Town Clerk) and David Clark (Coniston Medical Practice).

Absent: None.

Members of the Public: One.

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.

13/12/2022 - No 1 To receive an update from representatives of Coniston Medical Practice.

The Chairman welcomed David Clark to the meeting. David gave a brief update on the number of appointments at the surgery which had increased by 40% over the last year to 51,338 appointments. They are trying to ensure Coniston Medical Practice is accessible to everyone and have put in a planning application to extend the centre. The practice has seen a 53% increase in demand and is still open for registrations.

The Chairman opened the floor for all members to raise questions. David answered questions on waiting times to get an appointment and waiting times to get through on the phone, mental health and wellbeing provision, issues around mass vaccination and information sharing.

David stated that the surgery had 9983 patients registered and that the registration was still open too within the catchment area. When challenged, David stated that they would not close their registration as there will be people who need to see a doctor in the catchment area. Patchway, as a catchment area, has grown however the surgery has not hence why the planning application has been submitted.

David stated that he was grateful for the Council's offer for finding floor space however that they could not physically staff anything extra at this present time due to recruitment issues.

The Chairman thanked David for attending and he left the meeting.

13/12/2022 - No 2 To receive questions from members of the public present.

No questions received.

13/12/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllr P Knight (holiday), Cllr E Martin (unwell) and Cllr B Hopkinson (unwell).

13/12/2022 - No 4 To receive any declarations of interest and to consider any requests for dispensations for this meeting.



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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 E Gordon declared his interest in matters pertaining to Coniston Community Centre and would leave the room when appropriate.

13/12/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 15th November 2022 and to receive the Clerk/RFO's report for this committee meeting.

RESOLVED: It was agreed by a majority with two abstentions to approve the minutes as a true and accurate record, with the amendment that 'sports users' is added to item **15/11/2022 - No 10 To consider the report on the revocation of byelaws on Norman Scott Park after the initial public consultation survey.**

The report was noted. The Clerk provided an update on the asset liabilities with the new Charlton Hayes Parish. South Gloucestershire Council has confirmed that any assets within the Patchway boundary would be the liability of Patchway Town Council and not the new Parish, who would not be expected to contribute to the asset outside of their area.

13/12/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 6th December 2022 and approve the following recommendations:

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council uses budget option three to move forward with their budget setting process.**

RESOLVED: It was agreed by a majority with one abstention to approve this recommendation.

It was proposed that the Council sees an event statement for all future events to enable Councillors to see provide a cost analysis. Upon being seconded, this was put to the vote.

RESOLVED: It was agreed by a majority with three abstentions, to produce statements for all future events.

- b) **To approve the recommendation that Patchway Town seeks a short term loan of £50,000 to cover revenue costs in this financial year.**

The Clerk provided an updated. More information had been received by South Gloucestershire Council, who were willing to pay the precept early as a one off payment, therefore meaning a loan would not be needed.

13/12/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8th December 2022.

The minutes were noted.

13/12/2022 – No 8 To approve the expenditure report and authorise payments.

RESOLVED: It was agreed by a majority with two abstentions to approve the report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
A Cleaning Service	Cleaning at Casson, Callicroft, Sports & Social in October	£ 240.00	£ 48.00	£ 288.00	12-22-001
The Club Cricket Charity	Defibrillator and annual support	£ 389.20	£ -	£ 389.20	12-22-002
DLB Services Party Hire	2 x marquees for Christmas Lights Switch On	£ 790.00	£ -	£ 790.00	12-22-003
lonet Systems Ltd	ICT set up for NSP Pavilion	£ 310.00	£ 62.00	£ 372.00	12-22-004
Isobel Walker	Expenses for Community Hub	£ 113.03	£ 21.70	£ 134.73	12-22-005
Melhuish & Saunders	Valuation against schedule of works	£ 76,966.68	£ 15,393.34	£ 92,360.02	12-22-006
Mini Concerts CIC	Christmas Lights Switch On performances	£ 350.00	£ -	£ 350.00	12-22-007
Steven M Huggins	Santa Claus work at Christmas Lights Switch On	£ 120.00	£ -	£ 120.00	12-22-008
Steven Sollars	Medic cover for Christmas Lights Switch On	£ 165.00	£ -	£ 165.00	12-22-009
Steven Sollars	Medic cover for Fireworks Event	£ 165.00	£ -	£ 165.00	12-22-010
Zurich Municipal	Insurance	£ 578.94	£ -	£ 578.94	12-22-011
Jack Turner	Expenses - cleaning products	£ 42.96	£ -	£ 42.96	12-22-012
	Total for November 2022	£79,990.81	£15,477.04	£95,467.85	

13/12/2022 - No 9 To consider the request from Snack Attacks regarding the café premises at Scott Park.

a) To consider the lease of a coffee machine for the café.

The Clerk stated that the Council had agreed to lease a machine once the contractor was in place and two quotations had been received.

RESOLVED: It was agreed by a majority with one abstention to defer this item to the next meeting to allow for more quotations to be received.

b) To consider allowing permission for the contractor to install a sink in the additional room in the café area.

The contractor is unable to use the kitchen for preparation space due to the lack of space so has been using the additional room area. The contractor needs a sink to be compliant with Environmental Health Regulations and the contractor is happy to fund this work.

RESOLVED: It was agreed by a majority with one against and two abstentions to allow the sink to be installed given that all the necessary regulatory checks are in place by the contractor in terms of risk assessment, fire safety and health and safety.

As the contractor would be using the additional room in the café for everyday use, it was felt that it wouldn't be appropriate for others to use this space.

RESOLVED: It was agreed by a majority with four abstentions to permit Snack Attacks to use the additional room permanently for their preparation.

13/12/2022 – No 10 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. The Clerk will look into streaming options including webcam.

	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.

13/12/2022 - No 11 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 S Shambhu on the consultation for the bus gate in Charlton Hayes as well as the budget consultation from South Gloucestershire Council. The Council also noted a report on bins within the green spine and a broken fence on Hayes Way, which had been escalated.

The Council noted a report from Cllr S Scott around the details within the budget consultation and cuts that South Gloucestershire Council are having to make.



Cllr S Scott and Cllr T Scott left the meeting at the end of this item.

b) Norman Scott Park Pavilion Redevelopment.

The Council noted an update. The project was now complete with small snagging works now being carried out. The café owner and user groups were very happy with the premises.

c) Youth Work in Patchway.

The report and minutes were noted. FACE wanted to start in The Casson Centre from mid-January however due to the success of the community hub, that may now not be possible.

The Clerk will write to FACE to offer them an alternative premises based on the size of their group, up until March 2023.

d) Patchway Town Council's 70th Anniversary Celebrations.

The Clerk gave a brief update on measures taken to cut the budget. The report was noted and no issues were raised. The working group would now look at the time of year that the event is to be held.

e) Future Council Events in Patchway.

The Council noted that the Christmas Light Switch On had raised £359 for the Mayor's charities and that due to sponsorship and pitch fees, the Council ran the event at a positive remuneration which would be reinvested into the Patchway area.

f) Patchway Twinning Association.

The Clerk provided an update. There would be a group of students from Gauting attending in May 2023 and host families would be needed.

g) Almondsbury Joint Burial Committee.

Cllr K Dando stated that the committee agreed to the purchase of the land. The Council noted a report would be coming in the new year.

h) Patchway Minibus.

No update was given.

i) Patchway Community Hub/Warm Room.

The Council noted an update. The room was going very well with around 100 residents popping in and out over the course of the week. The community giving tree went well and 200 presents were donated to Callicroft and Coniston Primary School, 50 presents were donated to the Patchway Centre Pre-School and tots with around 250 presents left for the free Santa's Grotto and for families who need it.

Thanks was given to Cllrs I Walker and R Walker for their dedication to this project and for making it a success. Thanks were also given to John Lewis for their support.

The Council noted that £3250 had been received in grants towards the running of the room.

j) Avon and Somerset Police.

The Council noted an update from Craig Doyle.

k) External Auditor Appointment.

The Council noted the change in auditor from 2023/2024.



13/12/2022 - No 12 To note that the next meeting of Patchway Town Council will be held on Tuesday 17th January 2023 at 7pm.

Noted.

Cllr J Buddharaju left the meeting.

13/12/2022 - No 13 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.

13/12/2022 - No 14 To receive an update on the issues pertaining to a lease agreement.

Cllr E Gordon declared his interest and left the room.

The Council noted an update on the lease with Coniston Community Centre and the issues that the centre was facing.

Cllr E Gordon re-joined the meeting.

Cllr K Dando declared his interest and asked for a dispensation.

RESOLVED: It was agreed by a majority with one abstention, that Cllr K Dando be granted a dispensation to stay in the room.

The Council noted an update on the Section 146 notice served to Patchway Sports and Social Club. The fire risk assessor would be attending site to update his report and will feedback to the Council.

As the time was 21:30, it was unanimously agreed to suspend Standing Orders to allow business to be transacted.

The Council noted that it had to safeguard itself financially in the event of any negative impact from the lease agreements.

RESOLVED: It was agreed by a majority with two abstentions, that the Clerk and Deputy Clerk will look into the finances of both buildings and carry out some background work.

The meeting was closed at 21:32.



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