

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 21st July 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, T Scott, P Cottrell, J Butler, R Walker, I Walker, S Shambhu, G Pykov, B Hopkinson (19:06), J Buddhharaju (19:10) and K Dando (19:20)

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

Absent: None

Members of the Public: 7

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

21/07/2020--No 1 To discuss the video presentation from the Residents Association of Charlton Hayes (ReACH) and ask any questions to the members present regarding their grant application.

The Chairman invited Allan Watson, chair of ReACH, to speak to Councillors about their grant application. Allan was joined by Peter Knight, Howard Jameson and Scott Jacobs-Lange who represented the ReACH committee. Councillors asked questions of the members of ReACH who answered in turn. Concerns were raised over the successfulness of ReACH, but it was later confirmed that in their application pack it had stated what they have achieved in the three years they have been up and running for.

21/07/2020--No 2 To receive any questions from members of the public present.

There were no questions raised by the public.

21/07/2020--No 3 To receive any apologies for absence.

Cllr E Martin (Sickness) and E Gordon (Working)

21/07/2020--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.

21/07/2020—No 5 To consider and approve the minutes of the Patchway Town Council held on 16th June 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

21/07/2020--No 6 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 18th June 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

21/07/2020--No 7 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 30th June 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

21/07/2020--No 8 To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport meeting held on 23rd June 2020 and consider any recommendations:

- a) To approve the recommendation that the Council should adopt the Terms of Reference for the committee.
- b) To approve the recommendation that the Council should amend Financial Regulations 4.1 to reflect the change for the Parks, Open Spaces, Planning and Transport Committee to authorise spending of up to £7500, instead of £5,000.
- c) To approve the recommendation that the Council should earmark £1,205.18 from general reserves towards Sports Equipment Purchase/Maintenance.
- d) To approve the recommendation that the Council should agree the quotation from GB Sports and Leisure for sports equipment.
- e) To approve the recommendation that the Council should adopt the amended terms and conditions for Football Pitch Hire for the 2020/2021 season.
- f) To approve the recommendation that the Council should enter into an agreement with Patchway Town Football Club regarding the use of the 3G pitch, to reflect the work done by the late Jason Franklin, to help progress the project.
- g) To approve the recommendation that the Council should enter an agreement with Patchway Cricket Club regarding the use of the Cricket Nets, to reflect the work done by Paul Thompson, to help progress the project.

RESOLVED: To agree with one abstention the recommendations from the committee. The minutes were noted.

21/07/2020--No 9 To note the minutes of the meeting of the Finance Committee meeting held on 14th July 2020 and consider any recommendations:

- a) To approve the recommendation that the Council should hold an Extraordinary Meeting to discuss the three-year strategic plan and the three-year budget plan only and to agree the date.
- b) To approve the recommendation that the Council closes the bank account with Unity Trust Bank and moves the £82,457 into the existing CCLA Public Sector Deposit Fund.

RESOLVED: To unanimously agree the recommendations from the committee. The minutes were noted.

21/07/2020--No 10 To consider the recommendation from the Grants Working Party as detailed in the Report on Grants 2020 document and agree any actions

RESOLVED: It was noted that the grants working party would meet in October again. It was unanimously agreed to approve the recommendation and award as below:

<u>Organisation</u>	<u>Budgeted Amount</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Patchway Community Centre	£9000	Maintenance Costs.	£9000	Award £9000
2. Coniston Community Centre	£6000	Maintenance Costs.	£6000	Defer until October as clarity is needed.
3. 4 Towns Play Association	£5000	Summer Play Scheme.	£5000	Award £2000. Reduction due to the uncertainty of the impact of COVID-19 on PTC.

4. 4 Towns Transport	£3000	Electrical Charging Point.	£3000	Reject due to high level of reserves held.
5. Southern Brooks (Patchway Youth Work)	£20,000	Youth Work Sessions.	£20,000	Award £10,000. Reduction due to the uncertainty of the impact of COVID-19 on PTC.
6. Southern Brooks (Community Development)	£10,250	Community Development Worker.	£10,000	Award £8000. Reduction due to the uncertainty of the impact of COVID-19 on PTC.
7. The Link Club	£1500	Running Costs.	£2000	Defer to October. Review when up and running.
8. Patchway People Newsletter	£3000	Town Council News (4 Editions a Year) and Printing Costs.	£3000	Awarded £3000 in June 2020.

Organisation	Funding for What?	Amount Applied For	Outcome
1. 2 nd Patchway Scouts	Maintenance work to the grounds and to build a fire pit.	£750	Defer to October. Review when up and running.
2. Patchway Town FC	Training and matchday equipment.	£1000	Defer to October. Review when up and running.
3. Patchway Army Cadet Force	New equipment and summer camp.	£1000	Rejected due to it being a summer project.
4. Citizens Advice South Glos	Running Costs due to demand.	£1000	£250 awarded in June 2020.
5. Aura Ion Foundation	Interactive Workshop project.	£500	Defer to December due to the project focusing on older generations.
6. Mamas Bristol CIC	Community events.	£1000	£350 awarded in June 2020.
7. Steve's Medicare Training	Mannequins for training sessions. Community First Responder.	£800	Defer to October. Ask him if any plans to have 'in person' training.
8. Bristol BMX	Improvements to maintenance equipment and improvements to the current units.	£978	Award £360 that covers the paint and primer costs.
9. Patchway Twinning Association	2021 Civic Functions for anniversaries of Twinning.	£500	Reject – Ask to reapply next year.

21/07/2020--No 11 To consider the grant application from ReACH, after receiving their presentation and agree any actions.

The Council debated this item thoroughly and it was proposed by Cllr R Walker to give the money to ReACH but to withhold payment until a date has been set for the event and this was seconded by Cllr I Walker. Cllr R Walker called for a named vote.

Cllr B Hopkinson proposed an amendment to the motion stating that the situation should be reviewed in three months' time due to the COVID-19 situation, this was seconded by Cllr K Dando. The Chairman then went to the vote on the amendment. The vote was carried with Cllrs K Dando, B Hopkinson, J Buddharaju, J Butler, R Loveridge and P Cottrell voting in favour of the amendment. Cllrs G Pykov, I Walker, R Walker, S Scott and T Scott voted against and Cllr S Shambhu abstained.

The Chairman proceeded to the vote on reviewing the grant in three months' time and this was carried with Cllrs K Dando, B Hopkinson, J Buddharaju, S Scott, R Loveridge, P Cottrell and J Butler voting in favour. Cllrs R Walker and I Walker voted against the motion and Cllrs G Pykov, T Scott and S Shambhu all abstained from the vote.

RESOLVED: It was agreed with a majority to defer the decision on the grant application until the October Full Council meeting.

21/07/2020—No 12 To consider setting a COVID-19 Response Budget from General Reserves and agree any actions.

RESOLVED: It was unanimously agreed to set a £10,000 budget towards the Town Council's response to COVID-19.

21/07/2020--No 13 To consider the report from the Internal Auditor and agree any actions.

The RFO talked through the progress the Council has made for two years ago. The Council were pleased to note that all except one recommendation had been actioned and that the new recommendation was in the process of being completed.

RESOLVED: It was agreed with one vote against to agree the report and actions from the recommendations.

21/07/2020--No 14 Council Finance

a) To note the current financial position of all three bank accounts

Current Account - £240,188.01

Business Reserve - £401,598.76

Unity Bank - £82,546.59

b) To note the Bank Reconciliation and Bank Statements for June

c) To note the income and expenditure report for June

d) To note the monthly summary of accounts for June

The council noted the above items.

e) **To approve the expenditure report and authorise payments.**

RESOLVED: It was unanimously agreed to authorise the below payments:

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Auditing Solutions LTD	2019/20 Internal Audit Service (End of Year)	£ 445.00	£ 89.00	£ 534.00	LGA 1972, S111	07-20-001
Davies & Partners Solicitors	Professional Services to review PCC Funding Agreement	£ 550.00	£ 110.00	£ 660.00	LGA 1972, S111	07-20-002
EE	Mobile Phone Account - Office Administrator	£ 10.24	£ 2.05	£ 12.29	LGA 1972, S111	07-20-003
GW Parker	Remove Fallen Tree at Scott Park	£ 200.00	£ -	£ 200.00	Open Spaces Act 1906	07-20-004
HIQ Tyres	Tyre Repair on Mower	£ 65.00	£ 13.00	£ 78.00	Open Spaces Act 1906	07-20-005
Ionet Systems LTD	Web Content Filtering	£ 55.00	£ 11.00	£ 66.00	LGA 1972, S111	07-20-006
Melrose Associates	Procurement Services for 3G and Nets Project	£ 1,239.11	£ -	£ 1,239.11	LGA 1972, S111	07-20-008
Nicholas Morley Architects	Revisions to planning permission drawings	£ 450.00	£ 90.00	£ 540.00	LGA 1972, S111	07-20-009
National Security Group	August 2019 Account Costs (Invoice missing from last year)	£ 394.50	£ 78.90	£ 473.40	Open Spaces Act 1906	07-20-010
Prolific Solutions	Printing Costs for June	£ 42.19	£ 8.43	£ 50.62	LGA 1972, S111	07-20-011
South Gloucestershire Council	Repairs to Mowers (Account YTD)	£ 928.89	£ 185.78	£ 1,114.67	Open Spaces Act 1906	07-20-012
South Gloucestershire Council	Street Lighting at Scott Park	£ 12,449.70	£ 2,489.94	£ 14,939.64	Open Spaces Act 1906	07-20-013
South Gloucestershire Council	Grass Cutting and Maintenance at 4 sites plus highway and amenity grass.	£ 3,870.22	£ 774.14	£ 4,644.86	Open Spaces Act 1906	07-20-014
Thornbury Self Drive Hire	Monthly Tracker Subscription	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906	07-20-015
Jack Turner	Refund for Printer Ink	£ 21.50	£ -	£ 21.50	LGA 1972, S111	07-20-016
Just Plants Bristol	Planting in Patchway (3 Large Planters, 4 Wooden Planters, 4 Welcome Planters)	£ 1,708.60	£ 341.72	£ 2,050.32	Open Spaces Act 1906	07-20-017
Melrose Associates	Project co-ordination and monitoring services for PCC project. June 2020	£ 945.00	£ -	£ 945.00	LGA 1972, S111	07-20-020
Ecosolve	Renovations to level all pitches at Scott Park	£ 589.00	£ 117.80	£ 706.80	Open Spaces Act 1906	07-20-021
Ecosolve	Weed control on all pitches at Scott Park	£ 335.00	£ 67.00	£ 402.00	Open Spaces Act 1906	07-20-022
Ecosolve	End of Season Pitch Renovations	£ 8,877.00	£ 1,775.40	£ 10,652.40	Open Spaces Act 1906	07-20-023
R Hainey Signs	6 Signs for Scott Park Gates	£ 235.00	£ -	£ 235.00	Road Traffic Regulation Act 1984, s.57(1)(b)	07-20-024
Total for July 2020		£33,436.95	£6,159.36	£39,596.81		

21/07/2020--No 15 To note the resignation of Ted Bathe-Taylor as a Councillor on Patchway Town Council.

The Council noted the resignation. The Clerk advised the Council that she will contact South Gloucestershire Council to inform them of the vacancy. The Council noted that no elections, if called by ten electors, could be held until after 6th May 2021.

RESOLVED: unanimously that the Chairman will write a letter thanking him for his contribution to the Council.

21/07/2020--No 16 To note that the next meeting will be an Extraordinary Council meeting on the 27th July 2020 at 7pm.

Noted.

CLOSED SESSION

21/07/2020--No 17 To consider the correspondence relating to the lease agreement and agree any actions.

The Council considered the letter received.

RESOLVED: It was unanimously agreed to affirm the priorities in the lease agreement and to get answers through the solicitor on the point's raised.

The meeting was closed at 20:24