



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Thursday 13th January 2022

Dear **Cllr Jon Butler, Cllr Roger Loveridge, Cllr Jo Buddharaju, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Peter Knight, Cllr Dayley Lawrence, Cllr Elaine Martin, Cllr Sam Scott, Cllr Toni Scott, Cllr Sanjay Shambhu, Cllr Isobel Walker and Cllr Roland Walker.**

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 18th January 2022 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

Jack Turner BA.Hons. Cert.CILCA. PSLCC.
Town Clerk and Responsible Finance Officer

AGENDA

**All attendees to this meeting must wear a face covering throughout the meeting.
All attendees are advised to take a lateral flow test and obtain a negative result,
prior to entering the meeting.**

1. To receive questions from the members of the public present.
2. To receive any apologies for absence.
3. Declarations of Interest.
4. To consider and approve any dispensations for this meeting.
5. To approve the minutes of the Patchway Town Council meeting held on Tuesday 21st December 2021 and to note any issues.
 - a) To receive the Clerk/RFO's report for this committee meeting.
6. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 23rd November 2021.
7. To note the minutes of the Finance Committee held on Tuesday 11th January 2022 and to consider the below recommendations:
 - a) To approve the recommendation that Patchway Town Council sets the precept for the 2022/2023 financial year at £796,643 as outlined in the budget document.
8. To receive the Internal Auditor's Interim Audit Report for the current financial year.

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9. 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 2021.
 - d) To note the income and expenditure reports for November 2021.
 - e) To note the monthly summary of accounts for November 2021.
 - f) To note the Bank Reconciliation and Bank Statements for December 2021.
 - g) To note the income and expenditure reports for December 2021.
 - h) To note the monthly summary of accounts for December 2021.
 - i) To note that the expenditure report for December 2021 and to note that the payments had been authorised by two Councillors.
 - j) To approve the expenditure report and authorise payments.

10. To consider the following planning applications: (Click on the link to view the planning application).
 - a) [P21/08088/CLP - Erection of single storey rear extension to form additional living accommodation. - 14 Tidenham Way Patchway South Gloucestershire BS34 5LA.](#)
 - b) [P21/07591/PNH - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.8m, for which the maximum height would be 3.07m, and for which the height of the eaves would be 2.97m. - 19 Windermere Road Patchway South Gloucestershire BS34 5PN.](#)

11. To adopt the following unchanged policies.
 - a) GDPR and Privacy Policy.
 - b) Risk Register

12. To consider the installation of the security barrier on the Jason Franklin 3G facility and whether to accept the risks of installing this barrier.

13. To consider the scope of works required for the refurbishment of The Casson Centre.

14. To consider installing additional lampposts within the Norman Scott Park boundary alongside the pathway from Clermont Close down to the end of Pretoria Road Allotments.

15. To consider purchasing a PPE Recycling Box.

16. To nominate a representative to represent Patchway Town Council at the Community Engagement Forum.

17. To review the following fire risk assessments that have been carried out:
 - a) Callicroft House.
 - b) The Casson Centre.
 - c) Patchway Sports and Social Club.

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18. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2021/2022:
 - a) Community Engagement.
 - i. To agree the template for a monthly newsletter and to send this out at the start of February via the Town Council's mailing list.
 - ii. To consider adopting the housing document and using this as an active project that the Council will pursue.
19. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
 - a) South Gloucestershire Councillors report on items relating to Patchway.
 - b) Patchway Community Centre redevelopment Project.
 - c) Norman Scott Park Pavilion redevelopment project.
 - d) Coniston Community Association.
 - e) Bromford Housing Association.
 - f) 'Wild Patchway' Photography Competition.
 - g) Youth Work Working Party.
 - h) Queen Elizabeth's Platinum Jubilee 2022.
 - i. To agree the schedule of events for the June celebrations.
 - i) Patchway Twinning Association.
 - j) Almondsbury Joint Burial Committee.
 - k) Christmas Gift Working Party.
 - i. To consider if Patchway Town Council should continue with this project into 2022.
 - l) Coniston Medical Practice.
 - m) South Gloucestershire Council – LED street lighting replacement.
 - n) Residents Association of Charlton Hayes.
 - o) Patchway PN Meeting Update.
20. To note that the next meeting of Patchway Town Council will be held on Tuesday 15th February 2022 at 7pm.
21. **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.**
22. To consider any updates and recommendations from the Personnel Committee held on Wednesday 12th January 2022.
23. To receive an update on the lease agreement with Patchway Sports and Social Club.

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