

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 21st November 2023 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr D Lawrence (Chairman), Cllr K Dando, Cllr P Knight, Cllr R Loveridge, Cllr E Gordon, Cllr E Martin, Cllr P Cottrell, Cllr J James (19:06) and Cllr A Morey (19:07).
In attendance:	J Turner (Locum Clerk) and J Watkins (Deputy Town Clerk and RFO)
Absent:	None.
Members of the Public:	One.

As the time was 19:05, 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.

21/11/2023 - No 1. To receive questions from members of the public present.

A member of the public raised questions around the ownership and maintenance of the 'Callicroft Road Farm pathway' and the issues with litter and fly tipping in this area.

A member of the public requested that double yellow lines be added into the junction of Hazeldene Road where it meets Southsea Road due to parking issues in this area with the limited spaces in the area.

A resident raised a query on the traffic issues and rat-running at Charlton Boulevard. The Chairman stated that the resident would need to contact South Gloucestershire Council and Charlton Hayes Parish Council.

A resident raised a query over Highwood Road being used by motorbikes and not as intended as a 'bus lane' and the resident would like this addressed.

A resident raised a query of the 'Patchway Greenway Sign' that had been knocked down in Callicroft Road and that a review of all signs of this walk be carried out so that residents know that the walk exists.

A resident gave praise to the Town Council for installing a bin at the top of Callicroft Road.

The Chairman confirmed that the Clerk would respond on the above matters via email.

21/11/2023 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr N Field (holiday), Cllr I Walker (South Gloucestershire Council Meeting), Cllr R Walker (Caring Commitments), Cllr S Scott (Charlton Hayes Parish Council Meeting), Cllr D Fry (Abroad) and Cllr T Scott (Sickness).

21/11/2023 - No 3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.



Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
South Gloucestershire Council	Parish election fees 2023- contested & uncontested	£ 8,292.57	£ -	£ 8,292.57	11-23-028
Gordon Playground Inspections Ltd	Annual inspections of PTC play areas	£ 510.00	£ 102.00	£ 612.00	11-23-029
Prolific Solutions SW Ltd	Photocopying - October 2023	£ 153.16	£ 30.63	£ 183.79	11-23-030
Amazon Business	Powerheart G5 battery for Callicroft defibrillator	£ 325.79	£ 65.16	£ 390.95	11-23-031
Origin Amenity Solutions	Impact Glider Linemarking Machine	£ 646.00	£ 129.20	£ 775.20	11-23-032
ATDXtremeClean Ltd	Cleaning at Callicroft, Casson, Pavilion - October 2023	£ 225.00	£ -	£ 225.00	11-23-033
Gary Millard	Photography at Fireworks to Music on 4 November 2023	£ 120.25	£ -	£ 120.25	11-23-034
Amazon Business	Powerheart G5 battery for Coniston Centre defibrillator	£ 319.16	£ 63.84	£ 383.00	11-23-035
Jon Watkins	Replacement lanyards and ID cards	£ 20.00	£ 4.00	£ 24.00	11-23-036
Davies & Partners	Professional legal fees for PTC property	£ 475.00	£ 95.00	£ 570.00	11-23-037
Mini Concerts CIC	Musical entertainment at Fireworks to Music on 4 November 2023	£ 350.00	£ -	£ 350.00	11-23-038
Amazon Business	Shipping charges for G3 lithium battery	£ 4.17	£ 0.83	£ 5.00	11-23-039
Amazon Business	Waterproof socks for groundstaff	£ 34.96	£ 7.00	£ 41.96	11-23-040
Soltech IT Ltd	IT Business Support - 2/12/2023 - 1/3/2024	£ 250.00	£ 50.00	£ 300.00	11-23-041
Society of Local Council Clerks	VAT training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-042
Society of Local Council Clerks	CCTV compliance training for Deputy Clerk	£ 24.00	£ 4.80	£ 28.80	11-23-043
Society of Local Council Clerks	Budgeting basics training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-044
Society of Local Council Clerks	Committees training for Deputy Clerk	£ 15.00	£ 3.00	£ 18.00	11-23-045
Society of Local Council Clerks	Quotes & Tenders training for Deputy Clerk	£ 30.00	£ 6.00	£ 36.00	11-23-046
Society of Local Council Clerks	Agendas & minutes training for Deputy Clerk	£ 60.00	£ 12.00	£ 72.00	11-23-047
Society of Local Council Clerks	Clerks Series training for Deputy Clerk	£ 20.00	£ 4.00	£ 24.00	11-23-048
Simply Washrooms	Bambina Nappy Unit for NSP Pavilion Public toilets	£ 57.64	£ 11.53	£ 69.17	11-23-049
Brandon Hire Station	Toilet hire for Foreworks to Music on 4th November 2023	£ 154.63	£ 30.93	£ 185.56	11-23-050
J&Sons Electrical Services	Supply and fit replacement emergency exit light at Callicroft House	£ 123.12	£ -	£ 123.12	11-23-051
J&Sons Electrical Services	Supply and install 4 x CT meters at NSP Pavilion	£ 700.00	£ -	£ 700.00	11-23-052
DCK Accounting Solutions Ltd	Accounts support for October statements	£ 292.50	£ 58.50	£ 351.00	11-23-053
Almondsbury Joint Burial Committee	Initial legal fees for RWK Goodman Solicitors for burial land purchase	£ 1,500.00	£ -	£ 1,500.00	11-23-054
Jack Turner Locum Clerk	Locum Clerk Additional 33.5 hours over 10hrs p/week - September - November 2023	£ 1,005.00	£ -	£ 1,005.00	11-23-055
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Total for November Council - Batch 2	£15,767.95	£690.42	£16,458.37	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for October and November 2023.

The Council noted the financial statements for October 2023 only.

c) To note that a donation of £500 has been received towards Civic Regalia.

The Council noted that the donation has been received.

d) To note that a donation of £227.50 has been made to the Royal British Legion.

The Council noted that the donation had been made for wreaths for the Remembrance Sunday service.

e) To note the costs of the Local Election in May 2023.

The Council noted the costs of £6710.27 in the Coniston Ward and £1407.30 in the Highwood ward.

21/11/2023 - No 7. To consider the public consultation results to Patchway Town Council's Three-Year Plan and to approve the plan that has been derived from the consultation.

The report was noted and the successes of the previous plan had been evident to see from the residents' feedback. The report noted that residents would like to see Patchway Town Council hold South Gloucestershire Council to account more, improve the Parade area, improve CCTV in the local area and to have open communications with all households.

RESOLVED: It was unanimously agreed to approve the report and add these five items to the agenda for review each month under the new version of this plan until the end of the Civic Year in 2027.

21/11/2023 - No 8. To consider the change of scope of a grant award to Mama's Bristol.

The Council noted the request to change the scope to an inter-generational project at the Norman Scott Park Pavilion café for the award of £250.

RESOLVED: It was unanimously agreed to approve the request and award the funding.

21/11/2023 – No 9. To elect a Councillor to replace Cllr Roland Walker on the Almondsbury Joint Burial Committee.

The Council noted that Cllr R Walker had resigned from the committee.

RESOLVED: It was unanimously agreed to elect Cllr R Loveridge to sit on this committee as a representative of Patchway Town Council.

21/11/2023 – No 10. To consider the proposal from Cllr Daniel Fry on creating a ‘Mental health awareness’ evening at The Casson Centre.

The Council noted the report and the offer of help from local services such as Southern Brooks, South Gloucestershire Council, Sirona and Avon and Somerset Police to assist with the running of the evenings. The proposal was praised by Councillors and would be good for the local community to have this group up and running.

RESOLVED: It was unanimously agreed to support this proposal and to start up the sessions as a trial to see how they go.

21/11/2023 – No 11. To note the assets that have been formally handed over to Charlton Hayes Parish Council.

The Council noted that the following items had been handed over to Charlton Hayes Parish Council:

- 2 X Noticeboards with keys.
- 2 X VE Day Benches.
- 2 X Dog Bag Dispensers.

21/11/2023 – No 12. To consider Patchway Town Council’s response to the following South Gloucestershire Council’s consultations.

a) A38, Alveston Hill and Bradley Stoke Way active travel improvements.

No response was given but Councillors are encouraged to respond as individuals.

b) Library Savings Consultation.

Cllr P Knight expressed concerns that the contents of this consultation differ from the one that was presented to Full Council in the previous meeting.

Cllr R Loveridge provided an update from the Community Engagement Forum of the meeting where it was stated that there were concerns over the future of the library and that the Town Council need to inform residents of this consultation and Patchway Town Council’s response.

Cllr E Martin expressed concerns over the accessibility of these consultations as they are mainly advertised online and not really in print form.

RESOLVED: It was unanimously agreed to respond to this consultation to state that the Town Council are not in favour of the huge cuts proposed and to re-affirm the stance that the Town Council are only happy with the one-hour reduction, as per the previous consultation.

The Deputy Clerk informed Councillors that Cllr R Loveridge was delivering Town News to residents that don’t have access to a computer or online services and that these are included in the Town News. The Deputy Clerk also stated that that the Town Council could deliver certain consultation documents to key locations to ensure most of the residents are aware of the consultation and the implications for the Town’s Library service.

Cllr E Gordon stated that this should also be in the noticeboards around the Town.

c) South Gloucestershire Council Budget 2024/2025.

No response was given but Councillors are encouraged to respond as individuals.

d) Changes to late night street-lighting to cut our carbon emissions and reduce our spend on energy.

Cllr E Gordon raised concerns over the safety implications of the lighting being reduced.

Cllr K Dando stated that the Town Council should start a campaign to discuss the dangers of cycling without fluorescent clothing on.

No response was given but Councillors are encouraged to respond as individuals.

e) Waste less, recycle more consultation.

Cllr A Morey asked if the Town Council were doing enough to recycle and whether the bins could be split into recyclable waste and general waste.

Cllrs E Gordon and E Martin raised concerns over the crew's education around recycling having witnessed issues with the different types of recycling.

No response was given but Councillors are encouraged to respond as individuals.

21/11/2023 - No 13. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items relating to Patchway.

The Council noted the email report from Cllr S Scott.

b) Patchway Town Council Events.

The Council noted the report. The Firework event was very successful and broke even. The Remembrance Sunday event was well attended.

c) Friends of Patchway Twinning Group.

The Council noted the update report. Patchway Community School had now chosen eight students to go to Gauting for work experience and relevant paperwork was now being filled out with the hope of booking flights before the end of the year.

d) Patchway Community Hub – Monthly Review.

Cllr D Lawrence spoke on this item and whether it was a necessary resource for the Town Council as they were now supporting the community 'warm room' at Coniston Community Centre and that this item would be removed from the agenda but would be put back on the agenda by officers if a need had arisen for the residents.

e) Almondsbury Joint Burial Committee.

The minutes were circulated and the contents including employment matters, financial increase in payment due to Patchway Town Council and the ongoing project to the extend the cemetery. Cllr K Dando stated the need to budget for the ongoing costs for the extension of land.

f) Alderman Scott Awards.

No update was given.

g) The Parade Underpass update.

This item was covered under 13 i.

h) South Gloucestershire Playscheme.

The Council noted the report from the October scheme.

i) Coniston Community Association.

Cllr P Knight raised the letter he and Cllr R Loveridge had sent regarding The Parade and urged officers to provide a written update to the residents. The recommendation of the letter would be to invite Bromford to the January meeting of the Parks, Open Spaces, Planning and Transport committee.

Cllr D Lawrence expressed concerns that as one of the Town Council's Bromford Representatives he hasn't been invited to any meetings with Bromford or the District Council around this subject.

The Deputy Clerk shared the below update from South Gloucestershire Council that was received today:

'We are still on track to start on site on the 3rd of January. We are currently preparing some information boards to be erected before Christmas near the subway. These will include information about the scheme including the road closure and diversion.'

The brick walls in the vicinity of the subway will be removed/buried within the new arrangements.

Regarding the walls at The Parade, the landscaping proposals which we have presented to Bromford include the removal of all of the walls and raised flower beds, however we are still waiting for final confirmation from Bromford that they have accepted the proposals. As you are aware, this area and all of the walls etc is within their ownership and responsibility.

Unless there is some significant change in our programme, I would intend to provide you with another update on the 18th of December.'

Cllr R Loveridge requested that a Parks, Open Spaces, Planning and Transport Committee meeting be brought forward from January 2024 to December 2023 and to request the attendance of Bromford Housing Association.

The Deputy Town Clerk also shared the below update from South Gloucestershire Councillor Chris Willmore to officers of South Gloucestershire Council with what happens to the bus service when the underpass works are being carried out.

'I met with Eric Gordon and Elaine Martin and Jon Watkins at Patchway yesterday. One of the questions we explored was the arrangements for public transport whilst this work is carried out. It means closing Coniston Road and diverting the 75.'

That is now the only bus that goes through the Patchway estate - everything else goes via Highwood Road. Some of the elderly and most vulnerable residents in Patchway live in the north of Patchway, north of Coniston Road. They are 3/4 mile from Highwood Road and rely entirely on the 75 to get to a supermarket, or to get to a place they can connect to one of the other buses going to other destinations.

They are therefore terrified of being completely cut off during these works.

Please can you confirm what arrangements have been put in place with First Bus in relation to managing the 75 during the works. It either needs to be diverted just a tiny bit eg along Stroud / Blakeney Road to minimise the diversion or there needs to be some sort of shuttle bus. Otherwise, we are completely cutting off some of our oldest and most vulnerable residents. If the diversion is used there will need to be appropriate traffic management.'

j) Patchway Library Summer Reading Challenge review.

The report was noted.

k) The reduction in grants available from South Gloucestershire Council.

The information on the reduction of Area Wide Grants and Member Award Funding was noted over the next two financial years.

Cllr P Knight commented on the significant reduction in MAF & AWG funding starting from 2024, progressively decreasing to none by 2025. He emphasised the importance of this financial change when planning the upcoming year's budget, noting that the council should not expect the same level of funding support as in previous years.

l) Highwood Ward Community Neighbourhood Watch.

The Council noted that the scheme was now live and headed up by Cllr J James.

m) Avon Local Council's Association 2023 AGM Minutes.

The Council noted the minutes of the meeting.

21/11/2023 - No 14. To note the date of the next Meeting of Patchway Town Council will be held on Tuesday 16th January 2023 at 7pm at Callicroft House

The next meeting date was noted.

21/11/2023 - No 15. 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 the press for the below items.

21/11/2023 - No 16. To consider the revised Licence Agreement for the Norman Scott Park Pavilion Café.

A query was raised on the back-dated payment of electric and whether this has been actioned by the Council. The RFO confirmed we were waiting on a full month reading from the new sub-meters to get an accurate re-charge figure.

RESOLVED: It was unanimously agreed to approve the licence agreement and this was duly signed by the Chairman and would be handed to the tenant for signing, both being witnessed by the Deputy Clerk and RFO.

21/11/2023 - No 17. To consider the recommendations from the Personnel Committee meeting held on Thursday 16th November 2023.

- a) To recommend to Council to approve the NJC Pay Award for 2023/2024 and total back-dated pay for all staff of £7108.03 for April to November.
- b) To recommend re-opening recruitment for a Town Clerk immediately offering flexible working arrangements including part time (but not job share) subject to a minimum and unadvertised 28-30 hrs/week; a salary range from unqualified (CiLCA) through to CiLCA qualified; and stating 'Seeking the right candidate to start as soon as possible after which the opportunity will close' instead of rolling closing dates.
- c) To recommend advertising for a part time (15 hrs/week), fixed term Responsible Financial officer (RFO) for 6-12 months.
- d) To recommend an approach to the Office Administrator to offer increased hours for a flexible period to ensure office is open for its advertised hours as much as possible.

RESOLVED: It was unanimously agreed to approve all of the recommendations above.

21/11/2023 - No 6. Patchway Town Council Finance.

- e) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for October and November 2023.**

Using Chairman's prerogative, Cllr D Lawrence re-tabled this. Councillors raised concerns over the smaller payments shown on the monthly summary of accounts for October from Patchway Sports and Social Club as well as late rental payments. The RFO confirmed that the smaller amounts were for sponsorship and football pitch hire and the late payment was due to the Treasurer being on holiday.

The Meeting was closed at 20:22.



16/01/2024