

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the Tuesday 15<sup>th</sup> November 2022 at 19:00 at Callicroft House, Patchway.

**Councillors:** D Lawrence (Chairman), E Gordon, R Walker, I Walker, P Cottrell, S Shambhu, T Scott, R Loveridge, K Dando (19:01) and E Martin (19:02).

**In attendance:** J Turner (Town Clerk and RFO) and Ternaya Cummings (South Gloucestershire Playscheme).

**Absent:** None.

**Members of the Public:** Four.

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.

#### **15/11/2022 - No 1 To receive a presentation from South Gloucestershire Playscheme on the work they are doing in Patchway.**

The Chairman welcomed Ternaya Cummings to the meeting. Ternaya provided an update on the Summer Playscheme which ran for four weeks from The Patch. In the summer the playscheme was attended 297 times by children in Patchway and Charlton Hayes. Ternaya stated that she has seen a decrease in children eligible for free school meals. There were 15 children with additional needs who also attended. In the summer, the children had taken part in different themed weeks, circus workshops and creating their own land speed vehicles. Patchway library also attended to provide some resources as well as assisting with the reading challenge. All children received a free lunch that was produced by Snack Attacks.

In October half term, the playscheme was open to families where by 61 adults and 65 children attended. 6 of those children had special educational needs and this scheme was delivered over 3 days. The day consisted of Halloween themed crafts and culminated in a 'Pumpkin Parade'. The funding for this scheme was provided by the income for training that is now being delivered.

Ternaya updated the Council on the future plans for the playscheme as an organisation. The training department had grown and they had now won the Cygnet contract which was to be held online and in person.

A coffee morning has been held at Callicroft Primary School for children with additional needs.

The Christmas playscheme will run from 19<sup>th</sup> to 22<sup>nd</sup> at Coniston Community Centre. All children will get a free hot lunch provided by Snack Attacks.

The Councillors then asked questions to Ternaya around communication for the Cygnet courses as well as issues around the drop off in eligibility for free school meals.

The Chairman thanked Ternaya for the update.

#### **15/11/2022 - No 2 To receive questions from members of the public present.**



A resident raised a question over the Christmas lights in Patchway and whether all of the lights were new. The Clerk confirmed that the Council had purchased 48 new lights this year which are installed along with the existing lights.

A resident raised their thoughts on the revocation of the byelaw on Norman Scott Park and stated that it was a waste of time and resource and urged the Council to listen to the results of the public consultation survey.

A resident raised concerns on the revocation of the byelaw on Norman Scott Park and stated that having dogs in the park would mean dangerous consequences for all of the sports teams.

A resident raised a question over Cllr J Butler giving a donation of £500 for a Ransomes Mower. The resident raised concerns over the processes and whether this was standard practice or not. The Chairman responded stating that the Clerk will look into future practices to ensure fairness and transparency to all involved.

**15/11/2022 - No 3 To receive any apologies for absence.**

The Council noted apologies from Cllr P Knight (work), Cllr J Buddharaju (work), Cllr S Scott (unwell), Cllr J Butler (unavailable) and Cllr B Hopkinson (unwell)

**15/11/2022 - No 4 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.

**15/11/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> October 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. The report was noted.

**15/11/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 6<sup>th</sup> September 2022 and Tuesday 11<sup>th</sup> October 2022 and approve the following recommendations:**

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council holds a firework event next year with tickets charged at £5 a person.**

**RESOLVED:** It was unanimously agreed to approve this recommendation.

- b) **To approve the recommendation that Patchway Town Council deletes the vacancy for an additional Environmental Operative.**

Cllr R Walker proposed an amendment to this recommendation to keep the role on the Council's staffing structure to revisit over the coming years.

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

**RESOLVED:** It was unanimously agreed to approve the recommendation with the approved amendment.

- c) **To approve the recommendation that Patchway Town Council goes completely paperless for those who had signed the consent form for electronic summons, with immediate effect.**

**RESOLVED:** It was unanimously agreed to approve the recommendation.



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**15/11/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 8<sup>th</sup> November 2022.**

The minutes were noted.

**15/11/2022 – No 8 Council Finance.**

**a) To note the financial position of the Council's bank and investment accounts.**

As of 15<sup>th</sup> November 2022, the position was as below.

Current Account: £1000

Reserve Account: £197,993.65

CCLA Public Sector Deposit Fund: £170,740.57

Cambridge and Counties: £25,886.32

**b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for October 2022.**

The reports were noted.

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

**RESOLVED:** It was unanimously agreed to authorise the payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Avon Local Council's Association	E-Learning courses for Deputy Clerk	£ 95.00	£ 19.00	£ 114.00	11-22-001
Avon Local Council's Association	E-Learning courses for Deputy Clerk	£ 13.33	£ 2.67	£ 16.00	11-22-002
AJ Mowers	Mower repairs	£ 429.28	£ 85.85	£ 515.13	11-22-003
Club Spark	Cloud-based venue management platform - Nov 22-31 Oct/23	£ 1,800.00	£ 360.00	£ 2,160.00	11-22-004
DCK Accounting Solutions	Monthly accountancy bill	£ 250.75	£ 50.15	£ 300.90	11-22-005
Gary Millard Creative	Photography for Firework Event 4 November	£ 74.00	£ -	£ 74.00	11-22-006
Gordon Playground Inspections Ltd	Annual inspections of playgrounds	£ 495.00	£ 99.00	£ 594.00	11-22-007
lonet Systems Ltd	HP laptop / setup / CarePack for Deputy Clerk	£ 560.00	£ 112.00	£ 672.00	11-22-008
Isabel Walker	Items for Community Hub	£ 159.34	£ 14.84	£ 174.18	11-22-009
J & S Sons Electrical Services	PAT testing for Casson Centre	£ 78.00	£ -	£ 78.00	11-22-010
Jack Turner	Clerk expenses (twinning, twinning, lanyards)	£ 76.01	£ 2.40	£ 78.41	11-22-011
KT Properties LTD	JCB for Norman Scott Park	£ 480.00	£ 96.00	£ 576.00	11-22-012
Lucy Hartland-Mann	Christmas Lights Switch On (1 x elf on stilts)	£ 300.00	£ -	£ 300.00	11-22-013
Mini Concerts CIC	Mini Concerteers (2 x singers) for Fireworks Event	£ 159.00	£ -	£ 159.00	11-22-014
N Brock Countryside Contracting	Fell 7 dead pines at Norman Scott Park	£ 380.00	£ 15.20	£ 395.20	11-22-015
Olas Art	Art services for FACE community events	£ 680.00	£ -	£ 680.00	11-22-016
PeopleSafe	Man Down tracking services for groundstaff	£ 1,176.00	£ 235.20	£ 1,411.20	11-22-017
Prolific Solutions (SW) Ltd	ICT support	£ 139.30	£ 27.86	£ 167.16	11-22-018
Pro Structures	Structural Engineering Services at NSP Pavilion	£ 450.00	£ 90.00	£ 540.00	11-22-019
Raycox Turf Ltd	Topsoil and grass seed	£ 420.00	£ 56.00	£ 476.00	11-22-020
RBS Rialtas Business Solutions	Annual Omega Cashbook support / maintenance	£ 541.00	£ 108.20	£ 649.20	11-22-021
Signature Sports Coaching Ltd	October half term Sports Sessions	£ 1,250.00	£ 250.00	£ 1,500.00	11-22-022
Society of Local Council Clerks	Annual SLCC membership fee for Clerk	£ 406.00	£ -	£ 406.00	11-22-023
South Gloucestershire Council	Annual maintenance & energy costs for Scott Park street lights	£ 500.00	£ 100.00	£ 600.00	11-22-024
Steve Sollars	Medic cover for Firework Event	£ 165.00	£ -	£ 165.00	11-22-025
Wotton Tree Consultancy	Tree Condition reports (Tumps & Scott Park)	£ 550.00	£ 110.00	£ 660.00	11-22-026
Melhuish & Saunders	Works completed as Valuation Certificate No. 8 - NSP Pavilion	£ 134,814.35	£ 26,962.87	£ 161,777.22	11-22-027
	<b>Total for November 2022</b>	<b>£146,441.36</b>	<b>£28,797.24</b>	<b>£175,238.60</b>	

**d) To note the current position of the budget for the 2023/2024 financial year.**

The Council noted the budget headings as below:

Centre Code	Centre Name	23/24
		<b>DRAFT</b>
100	Income	-£ 6,000.00
110	Establishment	£ 266,000.00
120	Civic and Democratic	£ 10,250.00
200	Callicroft House	£ 19,250.00
210	The Casson Centre	£ 8,450.00
220	Burials	-£ 1,800.00
300	Patchway Community Centre	-£ 2.00
310	Coniston Community Centre	£ 21,937.21
320	Rodway Road	£ 1,500.00
330	Charlton Hayes	£ -
340	The Parade	£ -
400	Youth and Community	£ 7,500.00
410	Grants	£ 10,000.00
500	Scott Park	-£ 9,300.00
510	Sports and Social Club	-£ 11,840.00
600	Allotments	£ 2,000.00
700	Tumps and BMX Track	£ 720.00
710	Play Area	£ 12,600.00
720	Open Spaces Administration	£ 26,630.00
800	Street Furniture and Transport	£ 1,000.00
900	Capital and Projects	£ 273,100.00
	<b>Precept Required</b>	<b>£ 631,995.21</b>



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The Clerk and RFO stated that this would be £72.36 a year increase for an average Band D household. The Council noted that they would have an estimated £23,000 at the end of this financial year, which was only equivalent to 3 weeks revenue expenditure. The overrun of the Norman Scott Park Pavilion project could have a big impact on the Council's current financial position and the Clerk warned that the Council would need to either look for external funding or face a large increase in the Council Tax Precept for the next financial year. The capital cost centre was looked over in detail and it was agreed to wait until the meeting of Almondsbury Joint Burial Committee before committing to any further budget for this. The Clerk advised all Councillors to take this year's budget setting process serious as this was a difficult situation for the whole Council.

**15/11/2022 - No 9 To note the External Auditor's report for the financial year ending 31<sup>st</sup> March 2022.**

The Council noted the report which raised one matter regarding a typographical error which will be restated in the AGAR for the 2022/2023 financial year.

**15/11/2022 - No 10 To consider the report on the revocation of byelaws on Norman Scott Park after the initial public consultation survey.**

**RESOLVED:** It was unanimously agreed stop the revocation and continue as it is with the byelaw on Norman Scott Park, in light of feedback from the residents and the sports user groups.

**15/11/2022 - No 11 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Coniston Road subway removal and new crossing.**

**RESOLVED:** It was unanimously agreed to respond to the consultation stating that the Council understand the reasons for the closure but would like a raised pelican crossing or even traffic lights to ensure the safety of all users. The Council would also like to request traffic calming and monitoring measures to ensure cars stick to the 20mph speed limit in Coniston Road. It was also agreed that the reopening of Highwood Road should be re-looked at due to the volume of traffic on Coniston Road.

The Chairman encouraged all Councillors to inform residents and respond to the survey individually.

**15/11/2022 - No 12 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Annual Council budget for 2023/2024.**

**RESOLVED:** It was unanimously agreed to respond individually to the consultation.

**15/11/2022 – No 13 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.

	<b>Priority Projects</b>	<b>Community Engagement</b>
<b>Timescale for Implementation</b>	<b>Responsible Committee</b>	<b>Full Council</b>
<b>2022/2023</b>		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		Flyers and Leaflets.
		Housing.



**15/11/2022 - No 14 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. Cllr S Shambhu would send out the new link once the site has been updated.

**b) Norman Scott Park Pavilion Redevelopment.**

The Council noted an update. The project was due to complete within the next week and the Clerk would call a working party meeting on site.

**c) The Casson Centre refurbishment project.**

The Council noted that there were some issues with the roof on the Patchway Community Centre side and the contractor had been asked to rectify this. The Clerk has spoken to the EHO at South Gloucestershire Council who has confirmed that if the Council were to install a cooker, it could only be for sole use of one group within the centre which would preclude other groups using it. The Clerk stated that some slow cookers have been donated to the community hub, which can be used long term in the centre.

**d) Coniston Community Association.**

No update was given.

**e) Youth Work in Patchway.**

No update was given.

**f) Patchway Town Council's 70<sup>th</sup> Anniversary Celebrations.**

The Clerk gave a brief update on measures taken to cut the budget. A report would be coming to the next Full Council meeting.

**g) Future Council Events in Patchway.**

The Council noted that the fireworks display had brought in £2774 of income and £568 for the Mayor's charities. Cllr D Lawrence thanked the staff, volunteers, army cadets and scouts who all helped to ensure the event ran smoothly.

It was noted that the Christmas Light Switch On event will be held on 25<sup>th</sup> November and volunteers were needed.

**h) Patchway Twinning Association.**

The Clerk provided an update. The Twinning AGM will be held in the new year. Cllr D Lawrence provided an update on his visit to Gauting. It was noted that external funding would be needed for the trips in 2023 for the young people to attend. Cllr S Shambhu stated that he could help and the Clerk will liaise with Cllr S Shambhu.

**i) Almondsbury Joint Burial Committee.**

Cllr K Dando stated that there was a meeting this week. Cllr S Shambhu requested that Cllr K Dando and Cllr E Martin raise the inclusion of the Stoke Lodge and The Common Parish Council as well as the new Charlton Hayes Parish Council in the acquisition of new land.

**j) Residents Association of Charlton Hayes.**

No update was given.

**k) Patchway Minibus.**



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No update was given.

**l) Remembrance Day in Patchway.**

The Council noted that the march was to leave the Tumps at 10:30am to arrive in Scott Park for the 11am service. The Council noted there was no band this year. The Council noted that the police would not support the road closure and the Clerk will invite the new sergeant to a future meeting.

**m) Patchway Community Hub/Warm Room.**

The Council noted an update from Cllr I Walker. The room was being well attended and was providing a space for residents of all ages to come together and reduce isolation. John Lewis had donated lots of items for the centre along with Asda and Morrisons. The community giving tree was going well and Councillors were encouraged to come and take a tag. The Chairman expressed his thanks to Cllr I Walker, Cllr R Walker, Cllr E Martin and Cllr T Scott for their support for the project. The Council noted that a lot of free activities were planned for the Christmas period. The Council noted that £2000 in grants had been received with a further £750 to be decided on.

**15/11/2022 - No 15 To note that the next meeting of Patchway Town Council will be held on Tuesday 13<sup>th</sup> December 2022 at 7pm.**

Noted.

**15/11/2022 - No 16 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.

**15/11/2022 - No 17 To receive an update on the issues pertaining to a lease agreement.**

The Clerk provided an update on the agreement for the Norman Scott Park Pavilion café, which had now been signed by the contractor.

The Council noted an update on the lease with Patchway Sports and Social Club.

**RESOLVED:** It was unanimously agreed that the Clerk, Cllr R Loveridge, Cllr D Lawrence, Cllr P Cottrell would attend a site visit.

The Council noted an update on the lease with Coniston Community Association.

**15/11/2022 - No 18 To approve the following recommendation from the Personnel Committee meeting on Monday 14<sup>th</sup> November 2022.**

- a) To approve the recommendation that Patchway Town Council approve the NJC pay award, payable from April 2022.

**RESOLVED:** It was unanimously agreed to approve the recommendation.

**The meeting was closed at 21:03.**



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