

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 15th September 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, P Cottrell, J Butler, R Walker, I Walker, S Shambhu, B Hopkinson, J Buddharaju, E Martin, K Dando and T Scott (19:16)

In attendance: Martin Burton (South Gloucestershire Library Services), David Wolstenholme (Melrose Associates), L Squire (Clerk), J Turner (Deputy Clerk and RFO)

Absent: Cllr E Gordon

Members of the Public: 3

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

15/09/2020--No 1 To receive a presentation from Martin Burton regarding Patchway Library Service and to reconsider the correspondence from Martin Burton with regards to Open Access and a possible new door for access into the Library.

The Chairman welcomed Martin Burton to the meeting who provided an update on what library services had been doing during lockdown. Martin thanked the Council for the three years of funding which was used towards the staffing hours. Martin also stated that Filton Library was closed due to some roof works, so the staff have been moved into Patchway Library. Martin discussed options with the Council about open access and one of these options was to place an existing door on the exterior of the building so that access can be granted 56 and a half hours a week with 14 and half staffed hours, which would bring Patchway library into line with the rest of the district. Martin confirmed that South Gloucestershire Council will fund the door from s106 monies. Councillors expressed their thanks for Martin and the property services team for the hard work they have done to put together this proposal and thanks were also given to Cllrs B Hopkinson, S Shambhu, J Buddharaju and K Dando. It was noted that the updates would be given through the district councillors and the Clerk as to what the next steps are which may include planning permission and it was hoped it could be installed by the end of December 2020. The Chairman thanked Martin and he left the meeting.

15/09/2020--No 2 To receive any questions from members of the public present.

There were no questions raised by the public.

15/09/2020--No 3 To receive any apologies for absence.

Cllr G Pykov (working).

15/09/2020--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.

15/09/2020—No 5 To consider and approve the minutes of the Patchway Town Council held on 21st July 2020 and to note any issues.

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

15/09/2020--No 6 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 27th July 2020 and to note any issues.

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

15/09/2020--No 7 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 11th August 2020 and to note any issues.

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

15/09/2020--No 8 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 20th August 2020 and to note any issues.

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

15/09/2020--No 9 To consider and approve the minutes of the Extraordinary Town Council meeting held on the 26th August 2020 and to note any issues.

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

15/09/2020--No 10 To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport meeting held on 28th July 2020 and consider any recommendations:

a) To approve the recommendation that the Council appoints Cllr J Butler to replace Cllr T Bathe-Taylor on the Parks, Open Spaces, Planning and Transport committee.

b) To approve the recommendation that the Council sanctions £5,000 from the 'New Projects' earmarked reserve code towards the Blakeney Road Basketball Redevelopment.

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

15/09/2020--No 11 To note the minutes of the meeting of the Finance Committee meeting held on 8th September 2020 and consider any recommendations:

a) To approve the recommendation that the Council should introduce a 'Youth' pricing bracket for the 3G pitch at £22 for block bookings and £25 for one off bookings in line with the 'Senior' rates.

b) To approve the recommendation that the Council moves to just quarterly checks from DCK Accounting rather than monthly due to the good health of the Council accounts.

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

15/09/2020--No 12 Council Finance

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

Current Account - £1000

Business Reserve - £545,452.62

Unity Bank - £82,546.59

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

c) To note the income and expenditure report for July

d) To note the monthly summary of accounts for July

The council noted the above items.

e) To note the Bank Reconciliation and Bank Statements for August

f) To note the income and expenditure report for August

g) To note the monthly summary of accounts for August

The council noted the above items.

h) To approve the expenditure report and authorise payments.

RESOLVED: It was agreed with one abstention to authorise the below payments.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Advanced Plumbing and Heating	Tap repair at Scott Park.	£ 52.20	£ 10.44	£ 62.64	Public Health Act 1975, s.164	09-20-001
Blakedown Sport Play	New 3G and Cricket Nets: Valuation 2 as agreed by Project Manager	£ 44,250.05	£ 8,850.01	£ 53,100.06	Open Spaces Act 1906	09-20-002
Blakeney Road Allotments	Electricity Supply Contribution	£ 57.32	£ -	£ 57.32	Public Health Act 1975, s.164	09-20-003
Building Supplies (Patchway)	Postfix	£ 59.40	£ 11.88	£ 71.28	Open Spaces Act 1906	09-20-004
DCK Accounting	End of Year Accounts Preparation	£ 525.00	£ 105.00	£ 630.00	LGA 1972 S111	09-20-005
EE	Phone Bill for Office Administrator	£ 8.80	£ 1.76	£ 10.56	LGA 1972 S111	09-20-006
GB Sports and Leisure	New Goalposts, Nets and Flags	£ 1,208.15	£ 241.63	£ 1,449.78	Open Spaces Act 1905	09-20-007
G W Parker	Tree Work at Clermont Close	£ 250.00	£ -	£ 250.00	Open Spaces Act 1906	09-20-008
G W Parker	Tree Work at Scott Park	£ 130.00	£ -	£ 130.00	Open Spaces Act 1906	09-20-009
GRS Stone Supplies	Removal of excavated soil and base from Scott Park	£ 750.00	£ 150.00	£ 900.00	Open Spaces Act 1906	09-20-010
GRS Stone Supplies	Removal of excavated soil and base from Scott Park	£ 600.00	£ 120.00	£ 720.00	Open Spaces Act 1906	09-20-011
Melrose Associates	Contract Administration Service for MUGA and Cricket Nets	£ 4,500.00	£ -	£ 4,500.00	LGA 1972 S111	09-20-012
Melrose Associates	Pre-planning coordination and cost planning services for Pavilion project.	£ 1,725.00	£ -	£ 1,725.00	LGA 1972 S111	09-20-013
Prolific Solutions	Printing Costs August	£ 15.61	£ 3.13	£ 18.74	LGA 1972 S111	09-20-014
Rob Hainey Signs	Honours Board and Casson Centre Sign	£ 70.00	£ -	£ 70.00	LGA 1972 S111	09-20-015
Roger Loveridge	Keys for Allotment Gates	£ 10.50	£ -	£ 10.50	LGA 1972 S111	09-20-016
South Gloucestershire Council	Library Funding in line with contract	£ 9,000.00	£ -	£ 9,000.00	LGA 1972 S111	09-20-017
South Gloucestershire Council	Maintenance Work on Outside Areas	£ 3,870.72	£ 774.14	£ 4,644.86	Open Spaces Act 1906	09-20-018
South Gloucestershire Council	Mower Repair - New ignition	£ 111.10	£ 22.22	£ 133.32	Open Spaces Act 1906	09-20-019
South Gloucestershire Council	New Beacon on Van	£ 198.94	£ 39.79	£ 238.73	Open Spaces Act 1906	09-20-020
South West Councils	Pay and Grading Review	£ 3,266.45	£ 653.29	£ 3,919.74	LGA 1972 S111	09-20-021
Stokesmorgan Planning	Planning Consultancy Work - NSP Pavilion	£ 907.50	£ 181.50	£ 1,089.00	LGA 1972 S111	09-20-022
Thornbury Self Drive Hire	Tracker for Truck	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906	09-20-023
	Total for September 2020	£71,642.74	£11,169.99	£82,762.73		

15/09/2020--No 13 To receive for Patchway Community Centre Redevelopment

a) An update report on the project

The Council noted the report from the project manager.

b) To consider and agree to appoint structural engineers for the post tender phase

Cllr S Scott declared an interest and left the room. Cllr R Loveridge assumed the Chair.

RESOLVED: It was agreed with one abstention that Prostructures are appointed for the post tender phase.

c) To consider correspondence from the project manager.

Cllr S Scott re-entered the room and assumed the Chair. The Chair welcomed the Project Manager, David Wolstenholme, to discuss the change of company from Melrose Associates to Brio Limited.

RESOLVED: It was unanimously agreed that this would be considered by the project group and brought to a further Council meeting.

Cllr S Scott declared his interest and left the room. Cllr R Loveridge assumed the Chair.

David Wolstenholme explained that the design engineers, Watt Design, should be appointed for the project and there was budget allowance for this.

RESOLVED: It was agreed with one abstention that Watt design be appointed.

The Clerk highlighted other issues that needed to be ironed out and David Wolstenholme was happy to remain on the call to explain these.

RESOLVED: It was unanimously agreed that the Council consider the items in closed session.

15/09/2020--No 14 To receive the update from Southern Brooks Community Partnerships on Youth Work and Community Development and discuss the possible actions below:

a) To nominate a sub-committee of Councillors to discuss working on projects with Southern Brooks Community Partnerships within the Town as detailed in the Community Development Worker's update.

RESOLVED: It was unanimously agreed that Cllrs R Loveridge, I Walker and E Martin would be put in contact with Southern Brooks to help on these projects.

15/09/2020--No 15 To receive correspondence from the Mayor of Clermont.

The Council noted the correspondence. It was agreed that the letter was a very good letter and that a reciprocal letter be sent back from Patchway's Mayor.

RESOLVED: It was unanimously agreed that the Mayor sends a letter back to the Mayor of Clermont, thanking them for the update and providing an update of our own.

15/09/2020--No 16 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 reports from Cllrs S Scott, B Hopkinson, S Shambhu and J Buddharaju. It was requested that Patchway Town Councillors work closely with the councillors for Charlton and Cribbs when it comes to holding Bovis and Chamonix to account.

b) 3G and Cricket Nets Project.

Cllr R Loveridge provided an update. The Clerk stated that there could be a small 'overspend' and the Council may have to go back to South Gloucestershire Council to draw down more funds from the S106, however this was yet to be confirmed. The project manager would obtain more costs, a project group meeting will be arranged, and clarification will be obtained before advising the Council.

c) The Pavilion Project to consider the update report and to agree the final plans to be submitted to the South Gloucestershire Council and for the public consultation.

The Council were pleased to note that a public consultation event was taking place on 25th and 26th September at Scott.

RESOLVED: It was unanimously agreed to accept the plans that are shown on the consultation boards and that the planning application is to be submitted to South Gloucestershire Council. Also, that potential funding will be included at the October Council meeting.

d) ReACH.

This item was deferred until the October meeting.

RESOLVED:-that the Deputy Clerk will contact ReACH requesting they involve Cllr Buddharaju in any issues or events in future.

e) Coniston Community Association.

No update was given.

15/09/2020--No 17 To consider the planning applications received and agree any actions:

a) Aerospace Hayes Way-Works to trees

RESOLVED: It was unanimously agreed to raise no objections.

b) 75-78 Gloucester Road- Change of use from ancillary storage unit to 1 no. self-contained two-bedroom residential unit at first floor level.

RESOLVED: It was unanimously agreed to raise no objections.

c) 1, Swallow Drive-Erection of single storey rear extension to form additional living

accommodation.

RESOLVED: It was unanimously agreed to raise no objections.

d) 125, Gloucester Road- Erection of Single storey rear extension to form additional living accommodation. (Retrospective).

RESOLVED: It was unanimously agreed to raise no objections.

e) 4, Stroud Road- Demolition of existing building. Erection of garage.

Cllr P Cottrell provided some context for this application. It would appear that this individual has been building without permission for some time.

RESOLVED: It was unanimously agreed for Cllrs S Scott and B Hopkinson to raise this matter with the planning committee at South Gloucestershire Council. Further resolved for the Clerk to raise an objection to this application.

f) Tumps- Coniston Road Installation of 11 no. 8m lighting columns

RESOLVED: It was unanimously agreed to raise no objections.

15/09/2020--No 18 To note that the next meeting will be on 20th October 2020 at 7pm.

Noted.

CLOSED SESSION

15/09/2020--No 19 Patchway Community Centre Update.

Cllr S Scott declared his interest and left the room. Cllr R Loveridge assumed the Chair.

The Chairman invited David Wolstenholme to provide an update. The Council noted issues with obtaining specialised insurance due to a variety of reasons. The Council noted that a specialist broker had been contacted for a quotation and this was £8129 including tax. It was noted that this would come from the S106 monies as a qualifying expense. However, it was stated that only one quote had been received due to not receiving any correspondence from Patchway Town Council's insurers.

It was proposed that the Council delegates authority to Cllr R Loveridge and the Clerk to agree this quotation once it has been checked for accuracy.

An amendment was proposed that stated that The Clerk and RFO would contact the Council's insurers to ask them if they can provide cover in a timely manner by the end of business on Wednesday 16th September. This was voted on with 5 in favour and 6 against, therefore this resulted in the amendment not being carried.

RESOLVED: It was agreed with one abstention to accept the original proposal and delegate authority to Cllr R Loveridge and The Clerk to agree the insurance.

David Wolstenholme discussed the form of bond that the contractor had supplied however Patchway Town Council's solicitors had some queries over the timescales of the bond. It was proposed to accept the bond from the contractor.

RESOLVED: It was agreed with two abstentions to accept the form of bond.

Cllr S Scott re-entered the room and assumed the Chair.

David Wolstenholme discussed the issue around collateral warranties and the element of risk.

RESOLVED: It was agreed with one abstention to use the standard JCT warranties.

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

The Chairman thanked David Wolstenholme and he left the meeting.

It was asked whether an investigative report could be compiled detailing the timeliness of these outstanding issues and how this can be improved in the future.

RESOLVED: It was unanimously agreed that the Clerk would compile a report, and this would be an agenda item in the October meeting.

15/09/2020--No 20 To consider any recommendations from the Personnel Committee.

- a) To approve the recommendation that the offices re-open on Monday 21st September to the public 10am – 12pm and 2pm – 4pm, although this will be manned 9am -5pm with two members of staff working in the offices.

RESOLVED: It was unanimously agreed that the offices should re-open and that the Office Administrator would remain the constant with the Clerk and Deputy Clerk working on a rota basis.

- b) To approve the recommendation that any staff who choose to go on holiday and must quarantine due to Covid 19, take this from annual leave or unpaid leave.

RESOLVED: It was unanimously agreed to implement this.

- c) To approve the recommendation that the Council purchase a satellite office for Scott Park, this will be manned on a rota by the Clerk and Deputy who will supervise and oversee the outside staff.

RESOLVED: It was unanimously agreed to purchase a satellite office if the cost was below £5000.

- d) To approve the recommendation that the Management of Contractors and the Control and Management of Contractors policies are adopted.

RESOLVED: It was unanimously agreed that these policies are adopted as working documents.

It was agreed that Cllr J Butler would provide an update in October on the wellbeing of all staff due to the COVID pandemic and whether the Council may need extra support in the winter months.

15/09/2020--No 21 To consider the correspondence relating to the lease agreement and agree any actions.

The Council received the report from the Deputy Clerk.

RESOLVED: It was unanimously agreed to send a letter to the lessee detailing the advice in the report and to try and arrange a meeting between them and the sub-committee. The Deputy Clerk will also recirculate the correspondence to all relevant councillors.

The meeting was closed at 22:13.