

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the 16<sup>th</sup> of March 2021 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, J Buddharaju, J Butler, P Cottrell, K Dando, I Walker, R Walker, S Shambhu, G Pykov (19:05 and B Hopkinson (19:07).

**In attendance:** L Squire (Clerk), J Turner (Deputy Clerk and RFO) Paige Josham, Kelsey Lee Booy, Amy Bland and Vicky Millman (Mama's Bristol CIC).

**Absent:** Cllr E Gordon

**Members of the Public:** 6

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

#### **16/03/2021--No 1. To receive a presentation from Mama's Bristol CIC on the work they are doing in Patchway to help the local community.**

The Chairman welcomed the four representatives from Mama's Bristol CIC and allowed them to deliver their presentation. In the presentation, the Mama's discussed their aims of the organisation as well as a useful background on the group. The Council were introduced to their mission statement to help their local community. The Council were pleased to see the transformation of the Casson Centre, which for two days a week, would count as the headquarters for the group. The Council were told what aspirations the group had and were very impressed with the presentation.

**RESOLVED:** It was unanimously agreed to either hold an extraordinary meeting or to add to the next Full Council agenda, on how Patchway Town Council can support the group moving forward. The Council thanked them for their presentation and for being a useful resource to our community.

#### **16/03/2021--No 2. To receive any questions from members of the public present.**

A resident raised an issue about the containers on Pretoria Road Allotments, on the rear of Clermont Close and whether they would be removed. The resident also raised a question on the temporary storage facility which will be installed at the allotments and how long this would be there for. The Deputy Clerk responded to the resident and said that the containers should be gone in the near future and the new structure was only a temporary facility for the Council, whilst the new pavilion is being built.

A resident raised concerns over the 'Linear Park' that Bovis were supposed to create in Charlton Hayes along Highwood Road. The resident stated that it did not look like the plans and wanted clarity on what was going to happen. The Chairman responded to the resident and stated that Patchway Town Council are lobbying for a review of all items with Highwood Road, including maintenance of the grass area and that feedback would be given in due course. The Clerk requested an email for the resident so that they could be informed.

A resident asked a question to the four district Councillors why they have not responded to an email about MAF funding for the pre-school housed in Patchway Community Centre. Cllr S Scott said that he would welcome an application in the new year as his funding has been used for this financial year. Cllrs

S Shambhu, J Buddharaju and B Hopkinson asked for the email to be re-sent as they had not received it.

**16/03/2021--No 3. To receive any apologies for absence.**

Apologies were received from Cllr E Martin.

**16/03/2021--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.

Cllrs R Walker and I Walker declared their interest in item 18.

Cllr B Hopkinson declared his interest in item 19.

**16/03/2021-No 5. To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to grant dispensations to Cllrs R Walker and I Walker for item 18.

**16/03/2021—No 6. To consider and approve the minutes of the Patchway Town Council held on 16<sup>th</sup> February 2021 and to note any issues.**

- a) **To receive the correspondence in relation to a resident request to install a bin near 'ASDA Lane' (Minute reference 16/02/2021-No 1).**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record. It was further unanimously agreed to purchase a bin to install in partnership with South Gloucestershire Council up to the value of £500.

**16/03/2021—No 7. To consider and approve the minutes of the extraordinary meeting of Patchway Town Council held on 17<sup>th</sup> February 2021 and to note any issues.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record.

**16/03/2021—No 8. To consider and approve the minutes of the extraordinary meeting of Patchway Town Council held on 8<sup>th</sup> March 2021 and to note any issues.**

**RESOLVED:** It was unanimously agreed to defer the approval of these minutes to allow Cllrs R Loveridge and B Hopkinson to send through their amendments to the Clerk.

**16/03/2021--No 9. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 23<sup>rd</sup> February 2021.**

**RESOLVED:** It was unanimously agreed to note the minutes.

**16/03/2021--No 10. To note the minutes of the meeting of the Finance Committee held on 9<sup>th</sup> March 2021 and consider any recommendations:**

- a) **To approve the recommendation that Patchway Town Council earmarks £200,000 towards the Norman Scott Park Pavilion project.**
- b) **To approve the recommendation that Patchway Town Council vires £25,000 from Cost Centre 110 to Cost Centre 900, towards the Norman Scott Park Pavilion project, from the budget for the financial year 2021/2022.**
- c) **To approve the recommendation that Patchway Town Council vires £10,000 from Cost Centre 110 to Cost Centre 900, towards the New Projects Budget, from the budget for the financial year 2021/2022.**

**RESOLVED:** It was unanimously agreed to note the minutes and approve the recommendations.

**16/03/2021--No 11. 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 February.
- d) To note the income and expenditure reports for February.
- e) To note the monthly summary of accounts for February.

**RESOLVED:** It was unanimously agreed to note the reports.

- f) To approve the expenditure report and authorise payments.

**RESOLVED:** It was unanimously agreed to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Blakeney Road Allotment Society	Burst pipe at Blakeney Road Allotments.	£ 70.00	£ -	£ 70.00	Small Holdings and Allotments Act 1908	03-21-002
ACAS	Managing employee mental health training course for Clerk.	£ 175.00	£ -	£ 175.00	Local Government Act 1972 s1121	03-21-003
Avon Local Council's Association	Annual Subscription to NALC and ALCA.	£ 1,478.03	£ -	£ 1,478.03	Local Government Act 1972 s143	03-21-004
Beard	Valuation 6 for PCC Project.	£ 36,301.40	£ 7,620.28	£ 43,561.68	Local Government Act 1972 s111	03-21-005
Cordell Health	Referral for Staff Member.	£ 142.50	£ 28.50	£ 171.00	Local Government Act 1972 s111	03-21-006
David Olgivie Engineering	VE Day Benches X 3.	£ 3,158.00	£ 631.60	£ 3,789.60	War Memorials (Local Authorities' Powers) Act 1923 s 1 as extended by Local Government Act 1948 s133	03-21-007
Enviromental Building Solutions	Timer Decay Survey and Stress Grading - PCC Project.	£ 1,850.00	£ 370.00	£ 2,220.00	Local Government Act 1972 s111	03-21-008
JB Premier Coaching	Refund of 3G Hire Fees.	£ 396.00	£ -	£ 396.00	Local Government (Miscellaneous Provisions) Act 1976 s19.	03-21-009
Living Wage Foundation	Employer Accreditation.	£ 60.00	£ 12.00	£ 72.00	Local Government Act 1972 s143	03-21-010
Murray Steel Buildings	Steel Building.	£ 3,713.50	£ 742.70	£ 4,456.20	Open Spaces Act 1906 ss 9&10	03-21-011
National Security Group	January Call Out.	£ 32.50	£ 6.50	£ 39.00	Local Government Rating Act 1997	03-21-012
National Security Group	January Alarm Defect.	£ 48.00	£ 6.50	£ 57.60	Local Government Rating Act 1997	03-21-013
Network Counselling	Donation Towards Sessions for Office Administrator.	£ 700.00	£ -	£ 700.00	Local Government Act 1972 s111	03-21-014
Network Rail	Ground rent for Land Over Patchway Tunnel.	£ 172.47	£ 34.49	£ 206.96	Open Spaces Act 1906 ss 9&10	03-21-015
Patchway Garden Society	Refund of Casson Centre Hire Fees.	£ 48.00	£ -	£ 48.00	Local Government Act 1972 s111	03-21-016
Prolific Solutions	Printing Costs February.	£ 74.04	£ 14.81	£ 88.85	Local Government Act 1972 s111	03-21-017
Pro Structures	Structural Engineering Services - PCC Project.	£ 1,072.50	£ 214.50	£ 1,287.00	Local Government Act 1972 s111	03-21-018
Rob Hainey Signs and Graphics.	3G Pitch Signage.	£ 270.00	£ -	£ 270.00	Open Spaces Act 1906 ss 9&10	03-21-019
Rob Hainey Signs and Graphics.	Scott Park Car Park Sign Ammendments.	£ 35.00	£ -	£ 35.00	Open Spaces Act 1906 ss 9&10	03-21-020
Rob Hainey Signs and Graphics.	Casson Centre Sign.	£ 285.00	£ -	£ 285.00	Local Government Act 1972 s111	03-21-021
SAFPRO	Staff Uniform.	£ 260.90	£ 52.18	£ 313.08	Open Spaces Act 1906 ss 9&10	03-21-022
SAFPRO	Staff Uniform.	£ 77.80	£ 15.56	£ 93.36	Open Spaces Act 1906 ss 9&10	03-21-023
South Gloucestershire Council	By-election September 2019 costs.	£ 6,805.22	£ -	£ 6,805.22	Local Government Act 1972 s111	03-21-024
StokesMorgan Planning	NSP Pavilion Planning Management.	£ 1,347.50	£ 269.50	£ 1,617.00	Local Government Act 1972 s111	03-21-025
The Bush Consultancy	Architectural Services for PCC Project.	£ 1,500.00	£ 300.00	£ 1,800.00	Local Government Act 1972 s111	03-21-026
Thornbury Autocentre.	Monthly Tracker Subscription.	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906 ss 9&10	03-21-027
WATT Design	M&E Works for PCC Project.	£ 1,215.00	£ 243.00	£ 1,458.00	Local Government Act 1972 s111	03-21-028
Zurich Municipal	Adding 3G Pitch, Nets and other new equipment to policy.	£ 339.52	£ -	£ 339.52	Local Government Act 1972 s111	03-21-029
Blakeney Road Allotment Society	Electric Contribution.	£ 60.09	£ -	£ 60.06	Small Holdings and Allotments Act 1908	03-21-030
Melrose Associates	Contract Administration - PCC Project.	£ 2,983.75	£ -	£ 2,983.75	Local Government Act 1972 s111	03-21-031
Melrose Associates	Pre-contract and cost planning services.	£ 2,892.50	£ -	£ 2,892.50	Local Government Act 1972 s111	03-21-032
	<b>Total for March 2021</b>	<b>£67,590.22</b>	<b>£10,567.32</b>	<b>£77,800.61</b>		

- g) To consider the financing the 'Financing the Pavilion Project' document.

**RESOLVED:** It was unanimously agreed to note this and it will be considered again at the next meeting, should any information change. The Council noted that a loan of circa £315,000 would be required but that could increase or decrease dependant on the outcome of certain grant applications.

**16/03/2021--No 12. To consider and approve the following quotations for professional services for the Pavilion Project:-**

- a) **Drainage Survey**

**RESOLVED:** It was agreed with one abstention to appoint Solum Surveying for the fee of £550.00.

- b) **Ground Investigation Report**

**RESOLVED:** It was agreed with one abstention to appoint Integral for the fee of £2825.00

- c) **Building Control**

**RESOLVED:** It was agreed with one abstention to appoint South Gloucestershire Council for the fee of £2898.26.

Cllr S Shambhu asked if these costs were in line with the budgeted costs and the RFO confirmed they were.

**16/03/2021-No 13. To consider the provision for holding the following meetings virtually before the 7th of May 2021, due to the uncertainty around the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and the Coronavirus Act 2020, which allow local councils to hold remote meetings:**

**a) Annual Parish Assembly.**

**RESOLVED:** It was unanimously agreed to hold the Annual Parish Assembly on 27<sup>th</sup> April 2021, remotely.

**b) Annual Meeting of Patchway Town Council.**

**RESOLVED:** It was unanimously agreed to hold the Annual Meeting of Patchway Town Council on Tuesday 4<sup>th</sup> May 2021, remotely. The Clerk advised members that the Council may need to adopt a scheme of delegation due to the COVID-19 legislation not permitting any groups with over six members to meet inside until at least June 21<sup>st</sup>.

**16/03/2021-No 14. consider the correspondence from South Gloucestershire Council on fly tipping and discuss the way forward for Patchway Town Council to target fly tipping in the Town.**

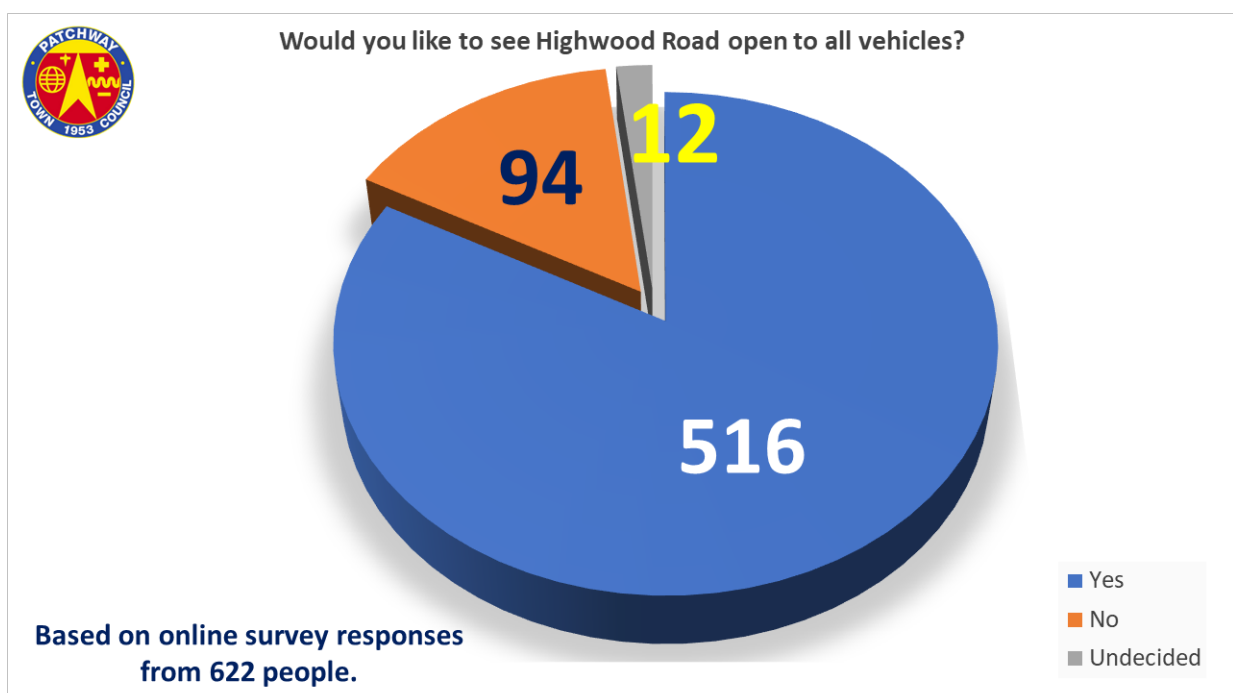
Councillors expressed their concerns over the attitude of Mark King of South Gloucestershire Council. Councillors were discussing ideas around signage and amnesty days that would help to limit fly tipping. It was suggested that signs be put up to ask residents to report any fly tipping to Patchway Town Council with photographic evidence which can then be forwarded onto South Gloucestershire Council. It was further discussed that the Council should lobby South Gloucestershire Council to resurface the lanes as they are adopted highways.

**RESOLVED:** It was unanimously agreed that the Parks, Open Spaces, Planning and Transport committee should lead on this but that Patchway Town Council will consider it at bi-monthly meetings. The Deputy Clerk would send over the information to Cllr S Shambhu pertaining to the back lanes in his district ward.

**16/03/2021-No 15. To consider documents relating to Highwood Road traffic management and road safety review:**

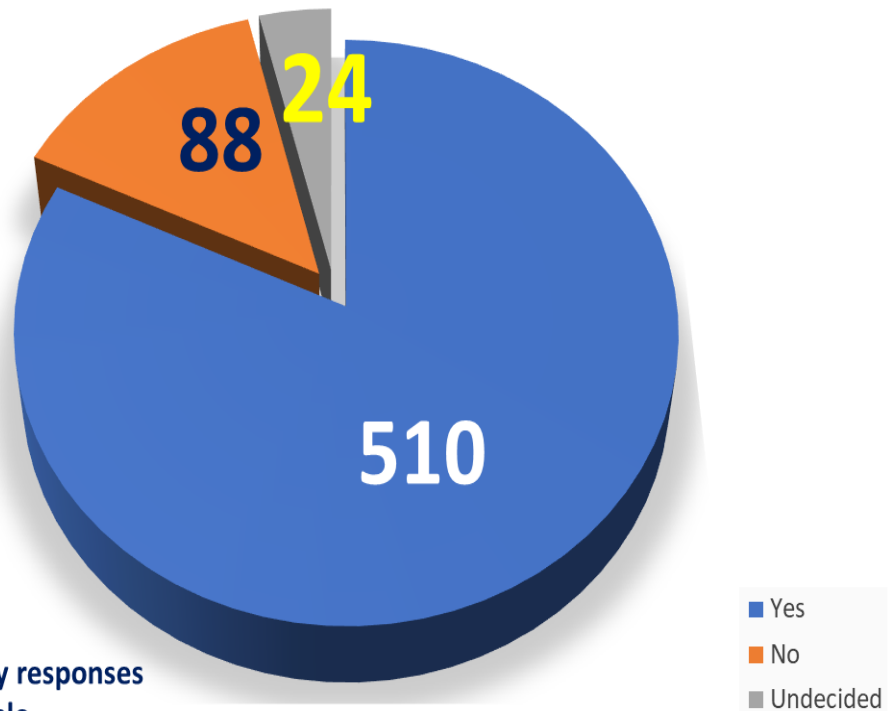
**a) To consider the results of the public consultation survey, which was held online.**

The Deputy Clerk presented the results of the survey, which are below:





In your opinion, would re-opening Highwood Road benefit you as a resident?



Based on online survey responses from 622 people.

***Comments raised as part of consultation (condensed to re-occurring key issues):***

- 1. Coniston Road has become heavier with traffic.***
- 2. Unsuitable vehicles using Coniston Road over Hayes Way.***
- 3. Coniston Road has become a 'Rat-Run'.***
- 4. Highwood Road is being wasted and not used to serve a real purpose with only limited services being able to use it.***
- 5. More emissions used to access the top end of Patchway and Cribbs Causeway from the bottom end of Patchway or Charlton Hayes. If Highwood Road were opened these emissions would be reduced.***
- 6. If it re-opened, traffic would 'bottle-neck' part of Patchway and Charlton Hayes.***
- 7. Very convenient having a bus-lane only, as it speeds up journeys.***
- 8. Volume of cars on Coniston Road is too high.***
- 9. Residential streets in Patchway are suffering through traffic and poor surfaces.***
- 10. Residential streets in Charlton Hayes are suffering through traffic.***
- 11. Bought house on the assumption it was closed.***
- 12. Highwood Road was supposed to be a Linear Park.***
- 13. HGV's getting stuck in residential streets.***
- 14. If reopened it would be too busy.***
- 15. Unbearable noise through residential streets due to excessive traffic in Patchway.***
- 16. Opening of the road would make it dangerous for families and wildlife.***
- 17. Would stop traffic being directed through Charlton Hayes.***
- 18. Should re-open but with restrictions.***
- 19. Re-opening it would harm the wildlife.***
- 20. Charlton Hayes residents benefit from the closure of the road due to the lack of noise.***
- 21. Air pollution concerns***
- 22. Speeding Concerns.***

**b) To approve the form to be sent to South Gloucestershire Council.**

The Clerk talked through this item. Cllr S Scott would send the Clerk links to the articles as previously agreed. The Clerk asked for all comments to be sent to her by 19<sup>th</sup> March 2021.

Cllr S Shambhu requested to see the form before it was submitted, which the Clerk agreed too.

**RESOLVED:** It was agreed with one abstention to approve the form.

**16/03/2021-No 16. To consider the options for a physical book of remembrance and agree to purchase the book.**

Cllr R Walker stated that whilst the book was a great idea, he would like to see more of a tribute made for DJ Derrick in Patchway. The Council noted that a crowdfunding page, set up by residents, had been launched to raise money for a planter, plaque and flowers.

**RESOLVED:** It was unanimously agreed to purchase the larger book of remembrance with the Patchway Town Council logo on for the cost of £529.

**16/03/2021-No 17. To consider adopting the revised Grant Awarding Policy and Form as recommended by the Grants Working Party.**

**RESOLVED:** It was unanimously agreed to adopt the policy and form.

**16/03/2021-No 18. To consider the letter from Patchway people committee pertaining to use of their grant monies for a Christmas Competition.**

Cllrs R Walker and I Walker were granted a dispensation to remain in the room for this item.

**RESOLVED:** It was unanimously agreed to invite the committee to the next Finance Committee meeting to ensure that the committee is making decisions the way it should be.

**16/03/2021-No 19. To consider the planning applications or consultations received:**

Cllr B Hopkinson declared his interest in this item.

- a) **6 Hempton Field Drive – Erection of two storey front and rear extensions to form additional living accommodation.**
- b) **27, Hawthorn Close- P21/00871/F-Erection of single storey rear/side extension to provide additional living accommodation.**
- c) **186, Gloucester Road- P21/00409/F-Demolition of existing buildings and erection of storage unit (Class B8) with associated works.**
- d) **75, Bradley Road- P21/00934/F-Erection of single storey side extension to form additional living accommodation**

**RESOLVED:** It was agreed with one abstention to raise no objections.

**16/03/2021--No 20. 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 and S Shambhu. There were updates on road re-surfacing throughout the area.

**b) Patchway Community Centre Redevelopment Project**

The Council considered the report from the project manager. The Council noted that there would be at least a nine-week delay to the project.

**c) 3G and Cricket Nets Projects.**

The Council considered the report from the project manager and noted that the surface test had been conducted and passed and Patchway Town Council should do this every two years to remain compliant.

**d) The Pavilion Project.**

The report was noted.

**e) Coniston Community Association.**

No update received.

**f) Photography Competition.**

There will be a meeting held to judge the entries for the winter section of the competition.

**16/03/2021--No 21. To note that the next meeting will be on the 20<sup>th</sup> of April 2021 at 7pm.**

Noted.

**\*CLOSED SESSION\***

**16/03/2021--No 22. To receive an update from the Personnel Committee.**

The Council were advised of the current staffing situation due to ongoing issues and COVID-19 matters.

**RESOLVED:** It was unanimously agreed to progress with the consultation to make reductions in the staffing structure and for Patchway People not to be produced using council staffing resources.

**16/03/2021--No 23. To receive an update on the lease agreement.**

**RESOLVED:** It was unanimously agreed to hold a working party meeting to discuss in more detail.

**The meeting was closed at 21:10.**