

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 18th of January 2022 at 19:00 at Callicroft House, Patchway.

Councillors: J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, T Scott, P Cottrell, E Gordon S Scott, D Lawrence, P Knight and S Shambhu.

In attendance: J Turner (Town Clerk and RFO).

Absent: None.

Members of the Public: None.

As the time was 19:00, the Chair, Cllr J Butler 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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

18/01/2022 - No 1 To receive questions from members of the public present.

None received.

18/01/2022 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllrs E Martin (Unwell), B Hopkinson (Unwell) and J Buddharaju (At another meeting).

18/01/2022 - No 3 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 Loveridge, K Dando and P Cottrell declared their interest in item 23.

18/01/2022 - No 4 To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 23.

18/01/2022 - No 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.

RESOLVED: It was agreed by a majority, with one abstention, to approve the minutes as a true and accurate record with the addendum that Cllr B Hopkinson voted against the motion for the Charlton Hayes Parish Council consultation. The action report was noted.

18/01/2022 - No 19 L – To receive an update from Coniston Medical Practice.

The Councillors received the latest update from David Clark. It was agreed to look into setting up a satellite surgery over in the Charlton Hayes area of Patchway. The Clerk would speak to David and report back to the next meeting.

RESOLVED: It was unanimously agreed to budget for £20,000 to get this project underway.

18/01/2022 - No 6 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 23rd November 2021.

The minutes were noted.



18/01/2022 - No 7 To note the minutes of the Finance Committee held on Tuesday 11th January 2022 and to consider the below recommendations:

The minutes were noted.

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.

It was agreed to add in £20,000 to the capital fund for the possible joint project with Coniston Medical Practice, this would raise the precept to £816,643. Cllr S Scott asked for a named vote. **RESOLVED:** It was agreed by Cllrs J Butler, R Loveridge, R Walker, I Walker, K Dando, T Scott, S Scott, S Shambhu. D Lawrence, P Knight, P Cottrell and E Gordon to set the precept for 2022/2023 at £816, 643 and agree the balanced budget, which is an appendix to these minutes.

Cllr T Scott left the meeting at 19:13.

18/01/2022 - No 8 To receive the Internal Auditor's Interim Audit Report for the current financial year.

The Council received the report. The Clerk explained that the interest had now been attributed to the Cambridge and Counties account on the finance system. There were no further recommendations.

18/01/2022 - No 9 Council Finance.

a) To note the current financial position of the two bank accounts.

The Council noted the current positions as of 18th January 2022:

Current Account - £1000

Business Reserve - £17,071.74

b) To note the current financial position of the Town Council's Investments.

The Council noted the current positions as of 1st January 2022:

CCLA Public Sector Deposit Fund – £642,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for November.

d) To note the income and expenditure reports for November.

e) To note the monthly summary of accounts for November.

f) To note the Bank Reconciliation and Bank Statements for December.

g) To note the income and expenditure reports for December.

h) To note the monthly summary of accounts for December.

i) To note that the expenditure report for December 2021 and to note that the payments had been authorised by two Councillors.

The Council noted these items.

j) To approve the expenditure report and authorise payments.

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of 2X Drying Rooms.	£ 265.98	£ 53.20	£ 319.18	01-22-001
Beard	PCC Project: Valuation 16.	£ 20,479.49	£ 4,095.90	£ 24,575.39	01-22-002
DCK Accounting Solutions	Data Inputting Assistance.	£ 268.75	£ 53.75	£ 322.50	01-22-003
Gordon Playground Inspections	Operational Inspections December 2021.	£ 540.00	£ 108.00	£ 648.00	01-22-004
Murray Hire Centres LTD	Parts for Strimmers.	£ 89.78	£ 17.96	£ 107.74	01-22-005
Prolific Solutions LTD	Printing Costs - December.	£ 49.71	£ 9.94	£ 59.65	01-22-006
Shine	Cleaning Services - December.	£ 161.27	£ 32.25	£ 193.52	01-22-007
Shine	Cleaning Services - December.	£ 193.52	£ 38.70	£ 232.22	01-22-008
Shine	Cleaning Services - November.	£ 193.52	£ 38.70	£ 232.22	01-22-009
Somerset Rural Training.	Mower and Brushcutter Training.	£ 1,232.00	£ 246.40	£ 1,478.40	01-22-010
The Bush Consultancy	NSP Pavilion: Architect Services.	£ 2,000.00	£ 400.00	£ 2,400.00	01-22-011
Willbox	Hire of Shower Unit.	£ 420.70	£ 84.14	£ 504.84	01-22-012
	Total for January 2022	£ 25,894.72	£ 5,178.94	£ 31,073.66	

18/01/2022 - No 10 To consider the following planning applications:

a) P21/08088/CLP - Erection of single storey rear extension to form additional living accommodation. - 14 Tidenham Way Patchway South Gloucestershire BS34 5LA.

The Council noted that this application had been approved on 18th January 2022.

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.

RESOLVED: It was unanimously agreed to raise no objections to this application.

18/01/2022 - No 11 To adopt the following unchanged policies.

a) GDPR and Privacy Policy.

b) Risk Register.

RESOLVED: It was unanimously agreed to approve all of the policies and incorporate an additional phrase in the GDPR and Privacy Policy to read 'Patchway Town Council may share your data with other organisations'.

18/01/2022 – No 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.

RESOLVED: It was unanimously agreed to ask the risks of nullifying the warranty and install this barrier. The Clerk would raise this with Blakedown Sport and Play.

18/01/2022 – No 13 To consider the scope of works required for the refurbishment of The Casson Centre.

RESOLVED: It was unanimously agreed to set up a working party of Cllrs J Butler, R Loveridge, P Cottrell and D Lawrence to look into the scope of works required.

18/01/2022 – No 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.

RESOLVED: It was unanimously agreed to get a quotation for this work.

18/01/2022 – No 15 To consider purchasing a PPE Recycling Box.

Cllr I Walker spoke on this item. It was agreed that this would be a great way of giving back to the environment as well as starting a new initiative. Cllr S Scott and S Shambhu stated that they would give £500 each towards this project. The Clerk would apply for the community Brightside grant from South Gloucestershire Council.

RESOLVED: It was unanimously agreed to purchase 20 bins at £75 each and place them in locations across the town.

18/01/2022 – No 16 To nominate a representative to represent Patchway Town Council at the Community Engagement Forum.

RESOLVED: It was unanimously agreed that this would be covered by Cllrs P Knight and S Shambhu.

18/01/2022 – No 17 To review the following fire risk assessments that have been carried out:

a) Callicroft House.

b) The Casson Centre.

The Council considered these items together. The overall risk rating was low. The Clerk would action the report within the one year timescale.

c) Patchway Sports and Social Club.



The Council noted the report had a risk rating of medium and the risk assessor was going to be checking in six months, whether items have started to be resolved. The Clerk will arrange a meeting with the club to go through the report.

18/01/2022 – No 18 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2021/2022.

a) Community Engagement.

The Council noted that good progress had been made since the previous meeting.

	Community Engagement
Timescale for Implementation	Full Council
2021/2022	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Flyers and Leaflets.

- 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.
RESOLVED: It was unanimously agreed to adopt the template. The Clerk and Office Administrator would populate this each month. The Clerk would speak to the Patchway People committee about where the funds have been spent too.
- ii. To consider adopting the housing document and using this as an active project that the Council will pursue.
RESOLVED: It was unanimously agreed to adopt the document and include this as part of the three year strategic plan

18/01/2022 - No 19 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 Cllr S Shambhu regarding road resurfacing on Sycamore Road, South Gloucestershire Council budget setting and the Police and Crime Commissioners’ budget consultation.

Cllr S Scott provided an update on the local planning development document.

Cllr E Gordon asked if the two Councillors could ask South Gloucestershire Council to look at the junction by the Premier shop in Charlton Hayes and whether a left turn, only at peak times, could be considered.

Cllr P Cottrell raised an issue with the back lanes and development of a property on Pretoria Road. The Clerk would send the details to Cllr S Scott.

b) Patchway Community Centre Redevelopment.

The Clerk provided an update. The project was expecting to be finished by 28th January 2022.



c) Norman Scott Park Pavilion Redevelopment.

The Clerk provided an update. The start date for the project was now the end of February 2022 and the expected finish date would be the end of September 2022. The contract would be signed in the latter part of this week.

RESOLVED: It was unanimously agreed to have a Parent Company Guarantee at a cost of £4000.

d) Coniston Community Association.

No update.

e) Bromford Housing Association.

The Council noted that Mark Greveson would be attending the March council meeting.

f) 'Wild Patchway' Photography Competition.

The Clerk provided an update. The calendars had been issued and only 220 remained.

RESOLVED: It was unanimously agreed to look into a calendar of the Town for 2023, featuring landmarks in the Town.

g) Youth Work Working Party.

The Clerk provided an update. The minutes of a meeting between South Gloucestershire Council, Patchway Town Council and Southern Brooks Community Partnerships were circulated. The Town Council would be going into schools next week to find out what young people want and feedback into the next meeting.

h) Queen Elizabeth's Platinum Jubilee 2022.

i. To agree the schedule of events for the June celebrations.

RESOLVED: It was unanimously agreed to run the schedule of events as below.

Date	Event
Thursday 2nd June 2022	A candle-lit walk from The Parade down towards The Beacon, which will be re-sited at the rear of the BMX Track (permission pending). The Beacon will then be lit with national guidance and a piper will play an array of songs to mark the occasion.
Friday 3rd June 2022 and Saturday 4th June 2022	Patchway's Party in The Park - Live Music on a stage from 11am – 9pm – Songs from every era of the Queen's reign. - Local Stall Holders in the Car Park. - Jimmy Crole's Funfair (Rides TBC). - Street Food Vendors (TBC). - PSCC Outdoor Bar (TBC). - Children's Entertainment. - Fancy Dress Event for Children. - Art Workshops. - Climbing Wall. - Vintage Bus on display. - Reduced Noise Fireworks at close of Saturday event (TBC).



Sunday 5th June 2022	In line with national guidance, we will encourage all residents to partake in a street party. Council can assist with road closure notices and advice for any residents wishing to partake.

i) Patchway Twinning Association.

No update was given.

j) Almondsbury Joint Burial Committee.

Cllr K Dando provided an update. The Clerk would speak to the Cemetery Clerk to update Cllr S Scott's details.

k) Christmas Gift Working Party.

i. To consider if Patchway Town Council should continue with this project into 2022.

The Clerk provided an update. There was £900 left over from the budget to be spent towards this year.

RESOLVED: It was unanimously agreed to carry on this project with the help of the local schools, organisations and churches.

l) Coniston Medical Practice.

This was covered earlier in the meeting.

m) South Gloucestershire Council – LED street lighting replacement.

The Councillors noted the update from South Gloucestershire Council.

n) Residents Association of Charlton Hayes.

The Councillors noted the update from Cllr P Knight.

o) Patchway PN Meeting Update.

The Councillors noted the report on this meeting.

Cllr R Walker left the meeting at 20:08.

18/01/2022 - No 20 To note that the next meeting of Patchway Town Council will be held on Tuesday 15th February 2022 at 7pm.

Noted.

18/01/2022 - No 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.

RESOLVED: It was unanimously agreed to exclude the public and press for the below items.



18/01/2022 - No 22 To consider any updates and recommendations from the Personnel Committee held on Wednesday 12th January 2022.

- a) To approve the recommendation that Patchway Town Council increases the hours of the Office Administrator from 10 hours per week to 18 hours per week, effective from after their probationary period.
- b) To approve the recommendation that Patchway Town Council would offer J Aldhouse, payment in lieu of a notice period, when he provides his notice this year.
- c) To approve the recommendation that Patchway Town Council advertises for an additional Environmental Operative, to be under the same job description, terms and conditions as the existing Environmental Operative.

RESOLVED: It was unanimously agreed to approve the recommendations, with the amendment that on item C an Assistant Grounds person is employed who can flex and carry out both duties.

18/01/2022 - No 23 To receive an update on the lease agreement with Patchway Sports and Social Club.

The Council noted the update from the Town Clerk.

The meeting was closed at 20:33.

A handwritten signature in black ink, appearing to read 'A. Balle -', is located in the lower right quadrant of the page.

Budget Summary		Year Ended 31st March 2023				
	2021/22		2022/23	Budget Incr/Decr		
	Projected	Budgeted (Revised)	Proposed	£	%	
REVENUE EXPENDITURE						
Establishment	269,548	321,614	246,334	-75,280	-23.41%	
Civic/Democratic	7,463	4,650	10,075	5,425	116.67%	
Callicroft House	15,692	15,600	18,450	2,850	18.27%	
Casson Centre	1,000	2,900	7,550	4,650	160.34%	
Burials (Net Expenditure)	1,800	3,000	1,800	-1,200	-40.00%	
Patchway	0	0	0	0		
Coniston (excl Loan)	1,000	1,000	1,000	0	0.00%	
Rodway Road	5,793	4,100	4,750	650	15.85%	
Charlton Hayes	4,000	4,000	4,000	0		
The Parade	3,500	3,500	3,500	0		
Youth & Community	16,900	25,240	21,400	-3,840	-15.21%	
Grants	12,500	27,500	16,000	-11,500	-41.82%	
Scott Park	70,948	51,450	51,525	75	0.15%	
Allotments	250	750	250	-500	-66.67%	
Tumps	6,550	4,750	3,750	-1,000	-21.05%	
Play Area	10,950	9,550	10,600	1,050	10.99%	
Open Spaces Admin	34,516	19,125	21,875	2,750	14.38%	
Street Furniture & Transport	500	750	1,000	250	33.33%	
	462,910	499,479	423,859	-75,620	-15.14%	
INCOME						
Interest & Income	350	200	500	300		
Establishment	193	0		0		
Civic/Democratic		0		0		
Callicroft House	500	260	400	140		
Casson Centre	322	1,201	1,200	-1		
Patchway	2	2	2	0		
Coniston	1	1	1	0		
Scott Park	27,781	18,000	22,500	4,500		
Sports & Social Club	7,888	11,840	11,840	0		
Allotments	2,400	2,000	2,500	500		
Tumps	30	30	30	0		
Open Spaces Admin	0	0	0	0		
	39,467	33,534	38,973	5,439	16.22%	
NET REVENUE EXPENDITURE	423,443	465,945	384,886	-81,059	-17.40%	
CAPITAL & PROJECT EXPENDITURE						
Coniston Loan Charges	40,396	40,396	21,757	-18,639	-46.14%	
Capital Provision	274,314	224,314	410,000	185,686	82.78%	
	314,710	264,710	431,757	167,047	63.11%	
TOTAL NET EXPENDITURE	738,153	730,655	816,643	85,988	11.77%	
Financed as follows						
Reserves at 1st April	157,003	382,377	149,505			
Reserves at 31st March	149,505	382,377	149,505 **			
Used to Fund Expenditure (added to Gen Rsv)	7,498	0	0			
Precept Support Grant	0	0	0	0		
Precept Required	730,655	730,655	816,643	85,988	11.77%	
Total Taxation Funding Required	730,655	730,655	816,643	85,988	11.77%	
	738,153	730,655	816,643	85,988	11.77%	
ADJUSTED BASIS						
Band D Equivalents		3,993	4,203	PROVL	5.26%	
Precept per Band D Equivalent (£/annum)		£ 182.98	£194.30	£11.32	6.19%	
Precept per Band D Equivalent (p/week)		350.92	372.63	22 p		
**Note: Recommended minimum reserve equal to 3 months net revenue expenditure	105,861	116,486	96,222			