

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 21st June 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	D Lawrence (Chairman), S Scott, E Gordon, T Scott, J Butler, R Loveridge, R Walker, I Walker, P Cottrell, E Martin, P Knight, K Dando and J Buddharaju (19:12).
In attendance:	J Turner (Town Clerk and RFO) and Kern Young (YTL Developments).
Absent:	None.
Members of the Public:	Three.

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.

21/06/2022 - No 1 To receive an update from YTL developments on the Brabazon Development.

The Chairman welcomed Kern Young to the meeting. Kern gave an update to members on phase two of the residential package of works to happen on site. This development would take place near to the Concorde Hangar would be a mix of houses, apartments and a retirement village. This planning application will be submitted in July. YTL aim to build on the successes of phase one and learn from their key mistakes. The buildings will consist of a lighter buff brick than phase one however the same design team are on board for this phase. There will be 100 houses and 230 apartments on phase two, 18% of which will be designated social housing.

Councillors raised their concerns over the lack of facilities that the development has at present and expressed their discontent that the houses were coming before any of the key infrastructure such as schools, doctors surgeries and community spaces. Kern responded by saying that Hangar 16U will be turned into a multi-use community space and will come online in the near future. Moreover, he also stated that there would be two larger parks and well as a smaller pocket park in the next phases of development.

The Council noted that in phase two there will be more two or three bed homes, which may make the homes slightly more affordable for residents. The Council noted that the masterplan for the site had been amended and will be agreed soon by South Gloucestershire Council. The masterplan includes all relevant information on what infrastructure will be where on the site.

Councillors raised concerns over the parking and issues that are already present with Charlton Hayes. Kern responded stating that they need to educate residents to park sensibly and if this cannot be done then bollards or other similar deterrents may be implemented to stop overcrowding of parking.

Each home will have a provision for an Electric Vehicle charging point and some guest spaces will have these in as a trial. The Council noted that there would be no gas in phase two and will be replaced by an air source heat pump, which will help towards the carbon neutral target.

It was agreed that the Clerk will contact Kern regarding the masterplan and this will be made available to all members.

The Chairman thanked Kern for attending and he left the meeting.



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21/06/2022 - No 2 To receive questions from members of the public present.

Cllr I Walker raised a question on behalf of the residents. The netting that was on the Bristol Mail Centre has become a hazard to birds who are now getting caught and stuck in the netting.

RESOLVED: It was unanimously agreed for the Clerk to write a letter stressing that this is a matter of importance and should be addressed.

21/06/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllr S Shambhu (meeting clash) and Cllr B Hopkinson (attending another event).

21/06/2022 - 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.

21/06/2022 - No 5 To consider and approve any dispensations for this meeting.

None received.

21/06/2022 - No 6 To approve the minutes of the Annual Meeting of Patchway Town Council held on Tuesday 10th May 2022 and to note any issues.

a) To receive the Clerk/RFO's report for this committee meeting.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record. The action report was noted.

21/06/2022 - No 7 To approve the minutes of the meeting of Patchway Town Council held on Monday 23rd May 2022 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. An amendment will be made to the Clerk's report where it states that a 'meeting' was held. This will be changed to read 'An informal gathering' was held.

21/06/2022 - No 8 To note the minutes of the Finance Committee held on Tuesday 14th June 2022 and to approve the following recommendations:

a) To approve the recommendation that Patchway Town Council adopts the Terms of Reference for the Finance Committee.

RESOLVED: It was agreed by a majority, with one abstention, to adopt the Terms of Reference with the amendment of the authority to spend to be lowered from £10,000 to £2000. The Council noted that this would need to be updated in the Council's Financial Regulations.

b) To approve the recommendation that Patchway Town Council members adhere to the electronic service for summons as previously agreed, unless a paper copy of the agenda pack is asked for in advance of the meeting, to save the cost to the Council.

c) To approve the recommendation that Patchway Town Council transfers the earmarked reserve of £21,566.86 from the 3G and Cricket Nets EMR to the Pavilion Project EMR.

RESOLVED: It was agreed by a majority, with one abstention, to approve the recommendations.

21/06/2022 - No 9 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 14th June 2022 and to approve the following recommendations:

a) To approve the recommendations that Patchway Town Council adopts the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.



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- b) **To approve the recommendation that Patchway Town Council approves the quotation of £2039 from preferred supplier, CR Fencing, for the high ball netting at Scott Park.**
RESOLVED: It was agreed by a majority, with one abstention, to approve the recommendations.

21/06/2022 - No 10 To consider and approve annual accounts and annual procedures.

- a) **To note the Internal Auditor's report section of the AGAR 2021/2022.**

The Council noted the report, noting that all positive assurances had been given.

- b) **To receive and approve the Annual Governance Statement 2021/2022.**

RESOLVED: It was unanimously agreed to give positive assurances for all the items and to approve the statement.

- c) **To receive and approve the Accounting Statements for 2021/2022 and to receive the explanations of variances.**

RESOLVED: It was unanimously agreed to approve the accounting statements. The variances were noted.

- d) **To note the period of public rights and publication of the Annual Governance and Accountability return.**

The Council noted that the notice will be displayed on Thursday 23rd June 2022 and the period will run from 24th June 2022 to 5th August 2022, inclusive.

21/06/2022 – No 11. Council Finance.

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

As of 21st June 2022, the position was as below.

Current Account: £1000

Reserve Account: £210,925.91

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

As of 1st June 2022, the position was as below.

CCLA Public Sector Deposit Fund: £760,740.50

Cambridge and Counties: £25,886.32

- c) **To note the Bank Reconciliation and Bank Statements for April 2022.**

- d) **To note the income, expenditure and monthly summary of accounts reports for April 2022.**

- e) **To note the Bank Reconciliation and Bank Statements for May 2022.**

- f) **To note the income, expenditure and monthly summary of accounts reports for May 2022.**

RESOLVED: It was unanimously agreed to note the reports.

- g) **To approve the expenditure report and authorise payments.**

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



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Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Auditing Solutions LTD	Internal Audit 2021-22	£ 460.00	£ 92.00	£ 552.00	06-22-001
Beard	PCC Project: Valuation 17: Balance	£ 13,712.41	£ 2,742.48	£ 16,454.89	06-22-002
Beard	PCC Project: Valuation 19.	£ 176,287.59	£ 35,257.52	£ 211,545.11	06-22-003
Churches Fire	Fire Extinguisher Service - Callicroft House.	£ 72.84	£ 14.57	£ 87.41	06-22-004
Churches Fire	Fire Extinguisher Service - Casson Centre.	£ 38.50	£ 7.70	£ 46.20	06-22-005
DCK Accounting Solutions	Year End Work.	£ 525.00	£ 105.00	£ 630.00	06-22-006
DCK Accounting Solutions	May Accounts Work.	£ 268.75	£ 53.75	£ 322.50	06-22-007
Dave Bradley	Hire of Marquee for Jubilee Event.	£ 840.00	£ -	£ 840.00	06-22-008
Forever Diamond Music	Music Artist - Jubilee Event.	£ 400.00	£ -	£ 400.00	06-22-009
Gary Millard	Jubilee Event Photography.	£ 189.63	£ -	£ 189.63	06-22-010
IRIS Payroll	Annual License Fee.	£ 261.00	£ 52.20	£ 313.20	06-22-011
Keymaster Bristol	Changing of Locks at Callicroft House and Scott Park.	£ 155.00	£ 31.00	£ 186.00	06-22-012
LR Electrical	Disconnect portacabins and electrical distribution board work.	£ 255.00	£ -	£ 255.00	06-22-013
Melhuish and Saunders	NSP Pavilion: Valuation 3.	£ 112,667.41	£ 22,533.48	£ 135,200.89	06-22-014
Melrose Associates	NSP Pavilion: Contract Administration.	£ 3,057.50	£ -	£ 3,057.50	06-22-015
Mini Concerts	Music Artist - Jubilee Event.	£ 857.50	£ -	£ 857.50	06-22-016
Prolific Solutions	Printing Costs - May 2022.	£ 279.50	£ 55.90	£ 335.40	06-22-017
Pro Structures	NSP Pavilion Project: Structural Engineer.	£ 525.00	£ 105.00	£ 630.00	06-22-018
Pro Structures	NSP Pavilion Project: Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	06-22-019
RSVP Music	Music Artist - Jubilee Event.	£ 550.00	£ -	£ 550.00	06-22-020
RWK Goodman	PCC Project: Legal Fee Account.	£ 217.00	£ 43.40	£ 260.40	06-22-021
Snack Attacks	Twinning Lunches.	£ 531.70	£ -	£ 531.70	06-22-022
Snack Attacks	Additional Lunch.	£ 74.25	£ -	£ 74.25	06-22-023
Steves Medicare Training	Jubilee Event Medical Cover.	£ 200.00	£ -	£ 200.00	06-22-024
The Bush Consultancy	NSP Pavilion: Architect Services.	£ 1,675.00	£ 335.00	£ 2,010.00	06-22-025
Tim Rabbitt	Music Artist - Jubilee Event.	£ 150.00	£ -	£ 150.00	06-22-026
W & N Adams	Scott Park Lighting Work.	£ 15,154.56	£ 3,030.91	£ 18,185.47	06-22-027
Total for June 2022		£329,855.14	£64,549.91	£394,405.05	

21/06/2022 - No 12. To consider the cost analysis for the Pedestrian Pavement Sweeper.

RESOLVED: It was unanimously agreed to refer this to the Personnel Committee to ascertain the man hours for the machine and to bring back to the Council meeting in October.

21/06/2022 - No 13 To consider the quotations for the replacement of outdoor machinery.

RESOLVED: It was unanimously agreed to gain quotations for a tractor with a topper and finisher on. It was also agreed unanimously that the Clerk could incur expenditure to hire a mower to ensure work is being done.

21/06/2022 - No 14 To elect a representative to represent Patchway Town Council on Almondsbury Charity for the next four years.

RESOLVED: It was unanimously agreed to elect Lewis Gray for the next four years on the proviso that minutes are sent to the Clerk for distribution.

21/06/2022 – No 15 To consider the grant request from South Gloucestershire Playscheme.

RESOLVED: It was unanimously agreed to approve the request of £5000 from the Youth Development budget as part of Patchway Town Council's commitment to youth work.

21/06/2022 – No 16 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Council noted that the community fair on 17th June went very well and the Council had a lot of engagement on their stall.

The Clerk asked the Council whether they would like to start live streaming all of their meetings as this was the only item that had not been actioned or completed.

RESOLVED: It was agreed by a majority, with one against, to live stream all meetings to a platform for residents to view. The Council noted the progress as below:



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

21/06/2022 - No 17 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 Scott regarding the WECA consultation on bus services in the North Fringe. The WECA Mayor would be attending a South Gloucestershire Council meeting next week.

The Council noted a report from Cllr J Buddharaju around the communication of meetings and community Brightside through South Gloucestershire Council. The Clerk asked for Cllr J Buddharaju to send through the relevant information for the Council to promote.

Cllr P Knight raised the issue of the bus gate in Charlton Hayes and asked Cllr J Buddharaju to confirm if it would be going ahead. The developer and South Gloucestershire Council have told ReACH it is going ahead. Cllr J Buddharaju confirmed that £25,000 was put towards consultation on this and the outcome is unclear at present. Cllr P Knight will send some information to Cllr J Buddharaju on this. It was agreed to ask someone from South Gloucestershire Council and Bovis to attend a meeting to clarify the situation.

Cllr E Martin left the meeting at 20:27.

b) Norman Scott Park Pavilion Redevelopment.

The Council noted an update. The project was approximately two weeks behind schedule but no formal claim for time has come in with the contractor hoping to reduce the delay.

i. To consider the cost of the retaining wall for the project.

RESOLVED: It was unanimously agreed to approve the cost of £23,276.28 plus 10% OHP. The Council noted that this was below the budget for the project.

ii. To consider the opening hours of the café at the Norman Scott Park Pavilion.

iii. To consider the licensing hours of the café at the Norman Scott Park Pavilion.

iv. To consider the staffing requirements of the café at the Norman Scott Park Pavilion.
RESOLVED: It was unanimously agreed for the Clerk to draft a tender document to put this out to see if a local business would like to run the café. It was further agreed unanimously to agree the tender document via email, with the Clerk giving a timescale for response from all members. Upon approval, this would be published and invitations to tender will be welcomed.

c) The Casson Centre refurbishment project.

i. To consider the quotations for the re-roofing of the Centre.



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RESOLVED: It was unanimously agreed to approve the quotation from AMAC Roofing. The cost to the Council would be £20,625 and the cost to Patchway Community Centre would be £6875. The Chairman of Patchway Community Association was happy to proceed on these terms.

Cllr T Scott left the meeting at 21:03.

d) Coniston Community Association.

Cllr E Gordon provided an update. The centre are looking for a centre manager to cover maternity leave.

Cllr J Butler left the meeting at 21:06.

e) Youth Work in Patchway.

- i. To consider Patchway Town Council's response to the consultation on the recommissioning of the youth activities offer.

RESOLVED: It was unanimously agreed to defer this item.

- ii. **To receive an update on the meeting with FACE.**

The Youth Work Working party met with Debbie and Dawn from FACE. They are going to be taking over the running of the youth centre from July and they will attend the July Council meeting to tell the Council about themselves.

- iii. **To receive an update on the young person's advice drop in.**

The Clerk provided an update. Ternaya Cummings is going to start a drop in and signposting service for young people and Callicroft House will be the base.

- iv. **To receive an update on the skate park mural competition.**

The competition will take place in October half term as this will give the schools plenty of time to plan for this.

- v. **To receive an update on the Scott Park Sport Workshops.**

The Clerk provided an update. 90% of workshops had sold out of the free spaces.

- vi. **To receive an update on a biodiversity morning with Coniston Primary School on 6th July between 9am and 12pm.**

The Clerk requested that if any Councillors were free, could they assist with this day at the primary school to plan some saplings, put up some squirrel and bug hotels and to hand out wildlife packs to the children.

f) Queen Elizabeth's Platinum Jubilee 2022.

The Clerk provided an update. The events all went well with a lot of positive feedback. Residents really enjoyed the music festival and fireworks despite the weather. There were some issues with Patchway Sports and Social Club which would need to be remedied for next time. The Council thanked Cllrs D Lawrence, R Loveridge, S Scott and T Scott and the Clerk and Ground Staff for their assistance with running the events.

g) Patchway Town Council's 70th Anniversary Celebrations.

The Chairman provided an update. An event was being planned for late April for a music festival at Scott Park with a lot of marquee cover for people to sit under.



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h) Patchway Twinning Association.

The Clerk provided an update. The Twinning exchanged with the French and Germans went very well with the programme being full on activities for them to do. Feedback has been very positive and there is a visit to Gaunting in October, for those who wish to visit.

i) Almondsbury Joint Burial Committee.

Cllr K Dando provided an update. The burial committee would need to buy land in 5 years' time and Patchway Town Council would need to pay for half of this.

RESOLVED: It was unanimously agreed to invite the Burials Clerk to a future meeting of the Town Council.

j) Coniston Medical Practice.

No update was given.

k) Residents Association of Charlton Hayes.

Cllr P Knight provided an update. The association had provided a tour of Charlton Hayes to Gaunting Road with the Twinning partners. The mural, that the Council had provided a grant towards, will be hung in the Aerospace café.

l) Avon and Somerset Police – Community Payback.

No update was given.

m) Newnham Place Development Site.

No update was given.

n) Patchway Minibus.

Cllr P Knight provided an update. At present, the minibus committee will cease to exist from the summer due to issues around administration and marketing. The current committee do not want to do the roles in the longer term and this will need to be looked at for the future. The proposal in principle is for the Council to take on the longer term running.

RESOLVED: It was agreed to defer this to the next meeting to allow more information to be gathered.

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

o) Bromford Housing Association – The Parade.

No update was given.

p) Cribbs-Patchway Metrobus Update.

The Council noted that First Bus would be taking on the service from 2023.

q) Local Council Award Scheme.

The Council noted that they had been awarded the Quality Gold Award, which is the highest award possible. This will last for four years.

r) Patchway Community Market – 2nd July.

25 stalls had now booked on and some light music had been booked. The Clerk will circulate information for members to see if they wish to volunteer.

s) Scott Park Food Vendors.

The Council has generated an income of around £5000 so far from this scheme.



t) Mayoral Charity.

i. To elect a Mayoral Charity for the 2022/2023 Civic Year.

Cllr D Lawrence proposed the Second Patchway Scout Group and The Link Club.

RESOLVED: It was unanimously agreed to defer this to gain more information on The Link Club and percentage of Patchway residents who use this.

21/06/2022 - No 18 To note that the date of the next meeting will be held on Tuesday 19th July at 7pm.

Noted.

21/06/2022 - No 19 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.

21/06/2022 - No 20 To consider the recommendations from the Personnel Committee meeting held on Thursday 19th May 2022.

a) To approve the recommendation that Patchway Town Council approve the Terms of Reference for the Personnel Committee.

RESOLVED: It was unanimously agreed to approve the terms of reference.

21/06/2022 - No 21 To consider the correspondence from Patchway Sports and Social Club in relation to a meeting with representatives of Patchway Town Council.

RESOLVED: It was unanimously agreed that Cllrs D Lawrence and S Scott and the Clerk meet with the club.

The meeting was closed at 21:58.



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