

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the 17<sup>th</sup> November 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, K Dando, T Scott, G Pykov and B Hopkinson (19:06).

**In attendance:** L Squire (Clerk), J Turner (Deputy Clerk and RFO)

**Absent:** None

**Members of the Public:** 4

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

#### **17/11/2020--No 1. To receive any questions from members of the public present.**

There were no questions raised by the public.

#### **17/11/2020--No 2. To receive any apologies for absence.**

Apologies were received from Cllrs E Gordon (Working), E Martin (Unwell) and J Buddharaju (Personal Reasons).

#### **17/11/2020--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.

#### **17/11/2020—No 4. To consider and approve the minutes of the Patchway Town Council held on 20<sup>th</sup> October and to note any issues.**

Cllr R Walker raised the latest correspondence from South Gloucestershire Council relating to Highwood Road and asked if Patchway Town Council should challenge it due to the inaccuracies.

**RESOLVED:** It was unanimously agreed that Patchway Town Council should respond to the correspondence. Further resolved to unanimously agree the minutes as a true and accurate record.

#### **17/11/2020--No 5. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 27<sup>th</sup> October 2020 and consider any recommendations:**

**a) To approve the recommendation that the Council approves the quotation from Roll and Scroll to provide the COVID-19 memorial bench at the cost of £1250.**

**b) To approve the recommendation that the Council approves the purchase of a Magnolia Tree in reference to the COVID-19 memorial.**

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

Also, that Mark King should be reminded to provide the engineers report that has not been received yet.

#### **17/11/2020--No 6. To note the minutes of the meeting of the Finance Committee held on 10<sup>th</sup> November 2020 and consider any recommendations:**

**a) To approve the recommendation that the Council invests more money into the CCLA and delegates responsibility to the RFO for the transferring of funds.**

**RESOLVED:** It was unanimously agreed with to note the minutes and approve all the recommendations. It was noted that the draft budget was showing a decrease in precept however this would not mean an overall tax decrease as the Council are unaware of what the South Gloucestershire Council tax charges will be.

**17/11/2020--No 7. Council Finance.**

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

**b) To note the Bank Reconciliation and Bank Statements for October**

**c) To note the income and expenditure reports for October**

**d) To note the monthly summary of accounts for October**

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

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

**RESOLVED:** To unanimously agree the expenditure report and authorise payments as below.

|                                  |  |             |             |              |  |           |
|----------------------------------|--|-------------|-------------|--------------|--|-----------|
| Advanced Plumbing and Heating    | Tap and Toilet repairs at Scott Park                                       | £ 144.50    | £ 28.90     | £ 173.40     | Public Health Act 1936 ss 221, 22, 223 & 227                 | 11-20-001 |
| Auditing Solutions LTD           | Interim Internal Audit Service   | £ 445.00    | £ 89.00     | £ 534.00     | LGA 1972 S111  | 11-20-002 |
| Beard                            | Patchway Community Centre Redvelpment - Valuation 2                        | £ 91,635.10 | £ 18,327.02 | £ 109,962.12 | LGA 1972 S111  | 11-20-003 |
| Blakedown Sport and Play         | Scott Park MUGA and Cricket Nets - Valuation 4                             | £ 26,667.85 | £ 5,333.57  | £ 32,001.42  | LGA 1972 S111  | 11-20-004 |
| Bowcom                           | Line Marking Fluid   | £ 200.00    | £ 40.00     | £ 240.00     | Open Spaces Act 1906 ss 9 & 9                                | 11-20-005 |
| Bristol City Council             | Trays of Plants for Scott Park Planters                                    | £ 105.00    | £ 21.00     | £ 126.00     | Open Spaces Act 1906 ss 9 & 10                               | 11-20-006 |
| DCK Accounting Solutions         | Preparing, reviewing and submitting VAT partial exemption.                 | £ 390.00    | £ 78.00     | £ 468.00     | LGA 1972 S111  | 11-20-007 |
| DCK Accounting Solutions         | Quarterly Health Check and Budget Setting assistance.                      | £ 451.00    | £ 90.20     | £ 541.20     | LGA 1972 S111  | 11-20-008 |
| GB Sports and Leisure            | Bushes for Swings  | £ 39.00     | £ 7.80      | £ 46.80      | Open Spaces Act 1906 ss 9 & 10                               | 11-20-009 |
| HMC Patchway                     | New Tyre for Small Van   | £ 42.00     | £ 8.40      | £ 50.40      | Open Spaces Act 1906 ss 9 & 11                               | 11-20-010 |
| J & Sons Electrical Services     | Change outside light, replace 2 lamps and 2 starters.                      | £ 126.00    | £ -         | £ 126.00     | Local Government Rating Act 1997                             | 11-20-011 |
| Melrose Associates               | Contract Administration and QS Services for PCC Project.                   | £ 1,760.00  | £ -         | £ 1,760.00   | LGA 1972 S111  | 11-20-012 |
| Melrose Associates               | Contract Administration for 3G project                                     | £ 2,275.00  | £ -         | £ 2,275.00   | LGA 1972 S111  | 11-20-013 |
| Prolific Solutions               | Printing Costs - October   | £ 55.07     | £ 11.01     | £ 66.08      | LGA 1972 S111  | 11-20-014 |
| Quantock Energy LTD              | Preliminary Roost Assessment for Scott Park Pavilion                       | £ 319.00    | £ 63.80     | £ 382.80     | LGA 1972 S111  | 11-20-015 |
| Select Security Solutions LTD    | Install CCTV at Scott Park Pavilion with a 4G router.                      | £ 5,246.55  | £ 1,049.31  | £ 6,295.86   | Local Government Rating Act 1997                             | 11-20-016 |
| Select Security Solutions LTD    | Install CCTV for Scott Park 3G and link to 4G router.                      | £ 1,688.00  | £ 337.60    | £ 2,025.60   | Local Government Rating Act 1997                             | 11-20-017 |
| SAS Electrical Solutions         | Electrical Works for Cricket Nets  | £ 605.00    | £ 121.00    | £ 726.00     | LGA 1972 S111  | 11-20-018 |
| Society of Local Council Clerks  | Membership 2020/2021 for Town Clerk  | £ 281.00    | £ -         | £ 281.00     | LGA 1972 S143  | 11-20-019 |
| Society of Local Council Clerks  | Membership 2020/2021 for Deputy Town Clerk and RFO                         | £ 227.00    | £ -         | £ 227.00     | LGA 1972 S143  | 11-20-020 |
| Sportlabs                        | Clubspark Venue Management Platform  | £ 1,800.00  | £ 360.00    | £ 2,160.00   | Local Government Act (Miscellaneous Provisions) Act 1976 s19 | 11-20-021 |
| Stokesmorgan Planning            | Planning Consultancy work for Scott Park Pavilion                          | £ 1,992.50  | £ 398.50    | £ 2,391.00   | LGA 1972 S111  | 11-20-022 |
| The Bush Consultancy             | Architectural Services for Patchway Community Centre Redevelopment Project | £ 2,000.00  | £ 400.00    | £ 2,400.00   | LGA 1972 S111  | 11-20-023 |
| Thornbury Self Drive Hire LTD    | Tracker Subscription   | £ 26.00     | £ 5.20      | £ 31.20      | Open Spaces Act 1906   | 11-20-024 |
| Zurich Municipal                 | Ammendment to Insurance to Include 3G and Nets.                            | £ 124.80    | £ -         | £ 124.80     | LGA 1972 S111  | 11-20-025 |
| Melrose Associates               | Pavilion project fee.  | £ 3,450.00  | £ -         | £ 3,450.00   | LGA 1972 S111  | 11-20-026 |
| National Security Group          | Scott Park Static Security Fee and Callicroft House Call Out               | £ 5,252.50  | £ 1,050.50  | £ 6,303.00   | Local Government Rating Act 1997                             | 11-20-027 |
| Gates Plus                       | Repair to Scott Park Gate to ensure gate's meet.                           | £ 380.00    | £ -         | £ 380.00     | Local Government Rating Act 1997                             | 11-20-028 |
| Avon Local Council's Association | Essential Councillor Course for Cllr R Walker and Cllr I Walker            | £ 120.00    | £ -         | £ 120.00     | LGA 1972 S111  | 11-20-029 |
| The Consortium                   | Cleaning Supplies  | £ 30.00     | £ 6.00      | £ 36.00      | LGA 1972 S111  | 11-20-030 |
| Brosch                           | Refuse Bags  | £ 83.44     | £ 16.69     | £ 100.13     | Open Spaces Act 1906   | 11-20-031 |
| Sandra Smith                     | Donation towards Specialist Glasses  | £ 50.00     | £ -         | £ 50.00      | LGA 1972 S111  | 11-20-032 |

**f) To consider a donation for the Royal British Legion and agree any actions.**

**RESOLVED:** It was unanimously agreed to donate £500 to the Royal British Legion. Cllr Shambhu will match this donation with a further £500 from his M.A.F monies. The Chairman thanked Cllr Shambhu.

**17/11/2020--No 8. To receive and consider the Internal Audit Report (Interim Visit) and to action the recommendations as set out by the auditor.**

The Deputy Clerk and RFO spoke through the two recommendations which have now been actioned. The Chairman expressed his thanks to the Council Staff and Members for a very positive report.

**17/11/2020--No 9. To receive and consider the quotation for the lighting report for the 3G pitch and agree any actions.**

**RESOLVED:** To unanimously agree the quotation and instruct the contractor to carry out the report.

**17/11/2020--No 10. To consider time slots for the 3G pitch and agree any actions.**

**RESOLVED:** It was unanimously agreed to only allow each booking to be 50 minutes, which will be reviewed constantly in line with the COVID-19 rules.

**17/11/2020--No 11. To consider the nominations for Patchway Town Council 'Community Awards' and agree any actions.**

**RESOLVED:** It was unanimously agreed to defer all nominations until a set-criteria is made by the Clerk, Deputy Clerk, Chairman and Vice-Chairman for making these awards.

**17/11/2020--No 12. 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.

**RESOLVED:** unanimously that the Chairman will write to the Police thanking them for their services over the last year especially since Covid.

**b) Patchway Community Centre Redevelopment Project**

The Council considered the report from the project manager. The Council noted that the project could be 3-4 weeks behind however the project manager was assessing this.

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

The Council considered the report from the project manager. The facilities had been handed over to Patchway Town Council.

**d) The Pavilion Project.**

The Council noted the report from the project manager. The relevant surveys had been carried out and an indicative cost plan was circulated.

**e) Coniston Community Association AGM.**

Cllrs P Cottrell and R Loveridge provided an update of the most recent AGM. Questions were asked about the finances and where rental income was shown in their accounts.

**17/11/2020--No 13. To note that the next meeting will be on the 15<sup>th</sup> December 2020 at 7pm.**

Noted.

**\*CLOSED SESSION\***

**17/11/2020--No 14. To note the correspondence from Patchway Sports and Social Club with reference to their rent.**

The Council considered the correspondence.

RESOLVED: It was agreed by the majority with three abstentions that the rent would be deferred for one further month whilst the officers of the Council signpost the club to relevant business grants available due to COVID-19. The expectation would be that payments start again in January 2021.

**17/11/2020--No 15. To receive an update on the pending issues on the lease agreement.**

The Council noted the updated. A very positive meeting was held between both parties and an action plan had been drafted.

**The meeting was closed at 19:57**