

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the 21<sup>st</sup> April 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:** R Loveridge (in the chair), R Walker, I Walker, P Cottrell, S Shambhu, J Buddharaju, J Butler, K Dando, T Scott, S Scott, B Hopkinson, and G Pykov.

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

**Absent:** Cllr E Gordon

**Members of the Public:** None

#### **21/04/2020--No 1 To authorise any nominations for a Patchway Town Council Community Award.**

The Deputy Clerk circulated all nomination in advance of the meeting via email. Cllr I Walker nominated Kelsey Lee Booy for her help with the 'Mamma's Group'.

**RESOLVED:** Unanimously agreed to award the following people with a community award.

**Paige Josham** - Mamma's Group – Has been cooking full meals, giving out free ingredients and help for Patchway

**Kelsey Lee Booy** - Mamma's Group

**Rev. Howard Jameson** - For keeping Patchway Foodbank going and ensuring needs are met. Also, online church services for his worshippers.

**Mike Phillips** – Has been cleaning off all benches and bus stops on a constant basis around the Town to try and make them safe for all residents.

**James French** – A young child who has been out litter picking all over Patchway constantly.

**The majority of the council agreed to award the following award with one abstention:**

**Barbara Loveridge** - She has been cooking meals for delivery for isolated residents.

#### **21/04/2020--No 2 To receive questions from members of the public present.**

No questions were received.

#### **21/04/2020--No 3 To receive and consider apologies for absence and decide whether to accept them.**

Cllrs E Martin (personal) and T Bathe-Taylor (sickness)

**RESOLVED:** The council unanimously agreed to accept these apologies.

#### **21/04/2020--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.

#### **21/04/2020--No 5 To consider and approve the minutes of the meeting of the Town Council meeting held on the 18th February 2020 and to note any issues.**

A concern was raised why these minutes have taken so long to be drafted for approval. The Clerk confirmed that these were deferred from the ordinary council meeting in March and had in fact been drafted and circulated prior to the March meeting.

A concern was raised over the sufficiency of the content of the minutes and why they only listed the decision and none of the debate or challenges to motions. The Clerk confirmed that minutes were not verbatim and in line with legislation and best practice, they only should note the decisions made. That advice had previously been obtained from the ALCA adviser who had confirmed that this was correct.

Cllr Loveridge gave an update on his visit to the Youth Centre to speak to two groups of young people about the new sporting development at Scott Park.

**RESOLVED:** To unanimously agree the minutes as a true and accurate record with the correction of spelling Cllr Shambhu's name correctly.

**21/04/2020--No 6 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 10th March 2020 and to note any issues.**

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

**21/04/2020--No 7 To consider and approve the minutes of the meeting of the Town Council held on 17th March 2020 and to note any issues.**

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

**21/04/2020--No 8 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 24th March 2020 and to note any issues.**

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

**21/04/2020--No 9 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 26th March 2020 and to note any issues.**

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

**21/04/2020—No 10 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 31st March 2020 and to note any issues.**

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

**21/04/2020--No 11 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 7th April 2020 and to note any issues.**

**RESOLVED:** To unanimously agree the minutes as a true and accurate record with the addendum that due to the COVID-19 pandemic, the officers were only able to secure two quotes for insurance with only one day notice in advance of the previous policy finishing.

**21/04/2020--No 12 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 14th April 2020 and to note any issues**

**RESOLVED:** To unanimously agree the minutes as a true and accurate record with addendum that all votes will be changed from 'Unanimously agreed' to 'Majority agreed' as Cllr R Loveridge was unable to vote due to technical difficulties with the meeting software.

**21/04/2020--No 13 To consider the reversal of motion 21/01/2020 – NO13 as under Standing Order 7A. – To consider the appointment of an architect for the Pavilion project..**

Cllr J Butler put forward this motion and was considered due to gaining the support required under the council's standing orders. The council noted that the current workload on Nick Morley was very high and to relieve some pressure to allow him to undertake work on the 3G project and the community

centre redevelopment project, that the council appoints a different commercial architect for the Pavilion project.

**RESOLVED:** It was unanimously agreed to get quotations for a different architect for the Pavilion project. **Further resolved** to discuss the Pavilion project in the later closed session.

#### 21/04/2020--No 14 Council Finance

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

The Deputy Clerk explained that he was unable to access Unity Trust Bank due to the portal being down for maintenance.

Current Account - £963.23

Business Reserve - £240,300.34

Fixed Deposit - £7.17 (will be transferred to reserve account)

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

**c) To note the income report for February**

**d) To note the expenditure report for February**

**e) To note the monthly summary of accounts for February**

**f) To note the Bank Reconciliation and Bank Statements for March**

**g) To note the income report for March**

**h) To note the expenditure report for March**

**i) To note the monthly summary of accounts for March**

The council noted the above items and no comments were made.

**j) To approve the expenditure report and authorise payments. \***

**RESOLVED:** Unanimously agree the expenditure report with the removal of WPS Insurance as the council did not need the equipment that the insurance was covering.

Company	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Advanced Plumbing & Heating	Annual boiler service on 3 premises	£ 270.00	£ 54.00	£ 324.00	LGA 1972, S144	04-20-001
lonet Systems LTD	VPN Access for RBS Software	£ 200.00	£ 40.00	£ 240.00	LGA 1972, S111	04-20-002
South West Councils	Attendance at two hearings	£ 440.00	£ 88.00	£ 528.00	LGA 1972, S111	04-20-003
Cordell Health	2 Occupational Health Telephone Appointments	£ 285.00	£ -	£ 285.00	LGA 1972, S111	04-20-004
Prolific Solutions LTD	Printing Costs	£ 68.89	£ 13.78	£ 82.67	LGA 1972, S111	04-20-005
South West Councils	Annual Subscription for HR Support	£ 428.00	£ 85.60	£ 513.60	LGA 1972 S143	04-20-006
South Gloucestershire Council	Rent of Path at Blakeney Road	£ 50.00	£ -	£ 50.00	Open Spaces Act 1906, 2.15	04-20-007
The Consortium	PPE for ground staff	£ 67.18	£ 13.42	£ 80.60	LGA 1972, S111	04-20-008
Thornbury Self Drive Hire	Tracker for Truck	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906, 9 & 10	04-20-009
Zurich Municipal	Fleet Insurance	£ 2,195.42	£ -	£ 2,195.42	Open Spaces Act 1906, 9 & 10	04-20-010
Nicholas Morley Architects	Architecture Fee (65%) and Quantity Surveyor Fee (20%)	£ 2,998.75	£ 299.75	£ 3,298.50	LGA 1972, S111	04-20-012
National Security Group	March Property Caretaking	£ 120.00	£ 24.00	£ 144.00	Local Gov and Rating Act 1997, s.31.	04-20-013
Nicholas Morley Architects	Structural Engineer Fee (100%)	£ 2,250.00	£ 500.00	£ 2,750.00	LG1972, S111	04-20-014
Cambridge & Counties Bank	Transfer of funds into investment	£ 25,000.00	£ -	£ 25,000.00		04-20-015
PTC Staff	Salaries and ammorisation of contracts for April 2020	£ 72,871.67	£ -	£ 72,871.67		016-027
HMRC	PAYE for April 2020	£ 16,700.47	£ -	£ 16,700.47		04-20-028
BANES	Supperann for April 2020	£ 6,219.87	£ -	£ 6,219.87		04-20-029
	<b>Total for April 2020</b>	<b>£130,191.25</b>	<b>£1,123.75</b>	<b>£131,315.00</b>		

#### 21/04/2020--No 15 To consider the draft strategic plan, make any amendments and decide whether to put it onto the internet for public consultation for a one-month period.

Cllr Shambhu recommended that this plan go to the Finance Committee for them to cost then return to council prior to public consultation, which the RFO echoed would be the best course of action.

**RESOLVED:** Unanimously agreed to defer to the Finance Committee. **Further resolved** to reinstate standing committees from May 2020.

**21/04/2020--No 16 To consider the proposed S106 agreement for Blakeney Road Basketball Facility and agree any actions.**

**RESOLVED:** Unanimously agreed to send the agreement to South Gloucestershire Council.

**21/04/2020--No 17 To receive an update on the Play Area Strategy.**

The council noted the update and wanted to ensure all work necessary was completed before the Annual Play Inspection in 2020. The Parks and Open Spaces committee will look at this further.

**21/04/2020--No 18 To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area.**

The council noted an update from Cllr S Scott, which had been circulated via email. The council were very thankful to Cllr S Scott for a detailed report.

**21/04/2020--No 19 To receive any reports from Local Organisations or working groups**

**a) 3G, Cricket Nets and Pavilion project**

The Clerk provided an update on the current project. The tenders will be formally opened by The Clerk, David Wolstenholme, and Cllr G Pykov on 22<sup>nd</sup> April. The project manager will compile a formal anonymised tender report for the evaluation panel.

**b) Patchway Community Centre Redevelopment Project**

The Clerk provided an update. More meetings had been held to ensure the project is delivered on budget. There will be a meeting with officers from South Gloucestershire Council on 22<sup>nd</sup> April to talk them through progress and get confirmation that they are happy with where the council are. There were queries around the S106 monies and what South Gloucestershire would retain which would be asked at this meeting.

**AGREED:-**The programme timeline will be issued to all Councillors once it is finalised.

**c) Coniston Community Association**

No report was given.

**21/04/2020--No 20 To consider any planning applications received and agree any actions.**

The Clerk will circulate all applications to the working party to comment on any applications. Concerns were raised from residents of Charlton Hayes where South Gloucestershire Council have approved to remove Ash trees due to Ash Dieback. Cllr Jo Buddharaju stated that replacement trees have been sought and that the three South Gloucestershire councillors are actively asking South Gloucestershire to delay the plan for the time being. Cllr Hopkinson stated that the trees would be the responsibility of Bovis and not South Gloucestershire.

**21/04/2020--No 21 To note that the next meeting will be on 28th April 2020 at 7pm.**

Noted

**\*CLOSED SESSION\***

**21/04/2020--No 22 To consider the recommendations from the Personnel Committee and agree any actions.**

The council noted an update. The council noted that a member of staff had left the council at the beginning of April.

It was noted that the implementation date for South West Council's report should be 1<sup>st</sup> June 2020, a template letter is expected from South West Councils to issue to all staff to notify them of the pay and grading

**RESOLVED:** Unanimously agreed to look at the terms and conditions relating to the additional Bank holiday Tuesdays on all contracts at the same time as the implementation of the report.

Cllr J Butler provided an update on his vision for the Pavilion project. The council were presented with a proposal that was drafted by the Deputy Clerk and Cllr Butler. It was proposed that the council go ahead with the Pavilion project which includes a community café and a potential new office space.

**RESOLVED:** The majority agreed with this proposal, with 7 in favour and 5 abstentions.

**21/04/2020--No 23 To consider a contractual matter pertaining to a lease agreement.**

Cllr B Hopkinson lead the council through this agenda item. He concluded that there are several matters in a lease agreement that must be looked at as there could be some breaches. The lease has a break clause which states that the council can re-look at the terms of the agreement. The council concurred that this item would have to be dealt with sensitivity.

**As the time was 9:30pm, the council unanimously agreed to suspend Standing Orders to allow the business to be transacted.**

The council noted that the Deputy Clerk had obtained some legal advice and would circulate this to all councillor's present. It was decided to revisit this item in closed session at next week's extraordinary meeting.

**The meeting closed at 21:43**