

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 19th of January 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, E Martin, I Walker, R Walker, T Scott, E Gordon, S Shambhu (19:02) and B Hopkinson (19:06).

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

Absent: None

Members of the Public: 3

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

19/01/2021--No 1. To receive any questions from members of the public present.

No questions were raised.

19/01/2021--No 2. To receive any apologies for absence.

Apologies were received from Cllr G Pykov (working).

19/01/2021--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.

Cllr S Scott declared his interest on item 8b and stated he would leave the room.

Cllr R Loveridge and K Dando declared their interest on item 19.

19/01/2021-No 4 To consider and approve any dispensations for this meeting.

Cllrs Loveridge and Cllr Dando asked for dispensations on item 19 relating to the sports and social club.

19/01/2021—No 5. To consider and approve the minutes of the Patchway Town Council held on 15th December and to note any issues.

RESOLVED: by a majority with one abstention to agree the minutes as a true and accurate record.

19/01/2021--No 6. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 22nd December 2020 and consider the recommendations:

a) To approve the recommendation that Full Council considers the Patchway Waiting Restrictions Review Report.

Cllr R Walker asked the Clerk to clarify with South Gloucestershire Council that the Council's recommendation to extend the double yellow lines on the back lanes had been included as was unclear on the plan.

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

19/01/2021--No 7. 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 December.
- d) To note the income and expenditure reports for December.
- e) To note the monthly summary of accounts for December.

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.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Cordell Health	OHP Consultations	£ 855.00	£ 57.00	£ 912.00	Local Government Act 1972 s112	01-21-001
C & R Fencing LTD	Repair to Support Struts on Scott Park Fencing	£ 785.00	£ 157.00	£ 942.00	Open Spaces Act 1906 ss 9 & 10	01-21-002
HMC Patchway	MOT for Small Van	£ 122.00	£ 16.40	£ 138.40	Open Spaces Act 1906 ss 9 & 10	01-21-003
K.J Roofing	Callicroft House Roof Repairs	£ 350.00	£ -	£ 350.00	Local Government Act 1972 s133	01-21-004
LexisNexis	Local Council Administration Reference Book	£ 119.99	£ -	£ 119.99	Local Government Act 1972 s112	01-21-005
National Security Group	Security Account October 2020	£ 2,364.00	£ 472.80	£ 2,836.80	Local Government Rating Act 1997	01-21-006
N Brock	Tree Work at Coniston Lane	£ 200.00	£ -	£ 200.00	Open Spaces Act 1906 ss 9 & 10	01-21-007
Prolific Solutions	Printing Costs December	£ 55.61	£ 11.13	£ 66.74	Local Government Act 1972 s112	01-21-008
The Bush Consultancy	Architectural Services for Pavilion Project	£ 750.00	£ 150.00	£ 900.00	Local Government Act s111	01-21-009
The Bush Consultancy	Architectural Services for Community Centre Project	£ 1,500.00	£ 300.00	£ 1,800.00	Local Government Act s111	01-21-010
Thomas Fattorini LTD	Additions and Repairing Chain of Office	£ 836.00	£ 167.20	£ 1,003.20	Local Government Act s111	01-21-011
Thornbury Self Drive Hire LTD	Tracker Subscription for Truck	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906 ss 9 & 10	01-21-012
GB Sport and Leisure	Globe Ends for Handles and Footrests	£ 82.50	£ 16.50	£ 99.00	Open Spaces Act 1906 ss 9 & 10	01-21-013
National Security Group	Security Account December 2020	£ 72.00	£ 14.40	£ 86.40	Local Government Rating Act 1997	01-21-014
Blakedown Sport and Play	Install Kickboards on 3G Pitch	£ 4,311.00	£ 862.20	£ 5,173.20	Local Government Act s111	01-21-015
South Gloucestershire Council	Street Lighting Repair at Scott Park	£ 35.00	£ 7.00	£ 42.00	Local Government Rating Act 1997	01-21-016
N Brock	Tree Work at Scott Park	£ 395.00	£ -	£ 395.00	Open Spaces Act 1906 ss 9 & 10	01-21-017
E W Beard LTD	Patchway CC Valuation Four	£ 37,729.25	£ 7,545.85	£ 45,275.10	Local Government Act s111	01-21-018
Prostructures	Patchway CC Work	£ 255.00	£ 51.00	£ 306.00	Local Government Act s111	01-21-019
Melrose Associates	Contract Administration for Patchway CC Work	£ 1,760.00	£ -	£ 1,760.00	Local Government Act s111	01-21-020
Melrose Associates	NSP Pavilion Co-ordination	£ 575.00	£ -	£ 575.00	Local Government Act s111	01-21-021
R Jarrett	Eye Test (Reimbursement)	£ 25.00	£ -	£ 25.00	Local Government Act 1972 s112	01-21-022
S Smith	Certificate for Training Course	£ 9.99	£ -	£ 9.99	Local Government Act 1972 s112	01-21-023
Stoke Lane AFC	Refund of Football Pitch Hire	£ 330.00	£ -	£ 330.00	Open Spaces Act 1906 ss 9 & 10	01-21-024
Total for January 2021		£53,543.34	£9,833.68	£63,377.02		

19/01/2021--No 8. To note the minutes of the meeting of the Finance Committee held on 12th January 2021 and consider any recommendations:

- a) To approve the recommendation that Patchway Town Council sets the hire rates for sporting facilities as per the approved rate schedule for the financial year 2021/22.

Cllr R Loveridge proposed that the youth rate should not be included and a flat rate for all hire's relating to the 3G pitch and cricket net facilities should be charged.

RESOLVED: It was agreed with 7 in favour, 5 against and 1 abstention that Patchway Town Council sets the hire rates for sporting facilities for 2021/2022 as below.

Facility	Hire Terms	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements
Football Pitches	Adult block bookers - 20 games		£1,224.00
Football Pitches	Adult block bookers - 15 games		£1,008.00
Football Pitches	Adult block bookers - 10 games		£648.00
Football Pitches	Youth (under 18s) block bookers - 20 games		£703.00
Football Pitches	Youth (under 18s) block bookers - 15 games		£518.00
Football Pitches	Youth (under 18s) block bookers - 10 games		£333.00
	Hirers booking 1 - 9 games per season		
Football Pitches	Adult - Regular hirers per game	£86.40	
Football Pitches	Youth (under 18s) - regular hirers per game	£44.40	
Cricket Pitches	All block bookers - Up To 20 games		£1,350.00
Cricket Pitches	Regular Hirer's Per Game	£81.00	
3G Facility	Adult Hire Per Hour	£36.00	£30.00
Cricket Net Facility	Adult Hire Per Hour	£36.00	£30.00

b) To approve the recommendation that Patchway Town Council raises the cover of Fidelity Insurance Cover from £1m to £2m for a temporary basis until March 2022.

Cllr S Scott declared his interest and left the room. Cllr R Loveridge assumed the Chair.

RESOLVED: It was agreed with 1 abstention that Patchway Town Council raises the level of cover.

19/01/2021-No 9 To consider the professional fees schedule from Melrose Associates in relation to the Normal Scott Park Pavilion project.

The Clerk introduced this item. The rates set by Melrose were fair in comparison with the work that they carry out, always to a high standard. The Bush Consultancy's fees for the next stage of the project were also fair and in line with budget expectations.

RESOLVED: It was agreed with 1 abstention that the fees were acceptable and to inform Melrose Associates and The Bush Consultancy that their schedules have been approved.

19/01/2021-No 10 To receive and consider the report from the Grants Working Party.

The RFO introduced this item. The recommendation was that £350 be awarded to Mama's Bristol CIC as well as free use of The Casson Centre to aid their food project. The rest of the grants would be declined due to COVID-19 and any ongoing legal matters.

RESOLVED: It was unanimously agreed to approve the recommendation and grant Mama's Bristol CIC £350 and free use of The Casson Centre.

19/01/2021-No 11 To receive and consider the report on Patchway Town Council's Risk Register.

The RFO introduced this item. It was noted that stark improvements had been made and at this six month review point the Council were heading in the right direction.

RESOLVED: It was unanimously agreed to approve the register.

19/01/2021-No 12 To consider the motion from Cllr E Gordon in relation to reinstating the Town Council's Planning and Transport committee as a standalone committee.

Cllr E Gordon spoke on this item. He wanted to see transport at the forefront of Patchway Town Council business due to the vast amount of development in the area. It was noted that Parks, Open Spaces, Planning and Transport committee were doing some good work and it worked well with the committees being closely aligned. The Clerk stated that the officers would split the agenda into specified items to see if this aids the business raised. Cllr E Gordon withdrew his motion in favour of the Clerk's suggestion.

19/01/2021-No 13 To consider applying to name a road in memory of DJ Derek.

Cllr I Walker spoke on this item. It wasn't necessarily for a road to be named but for some commemoration of his life to be acknowledged in Patchway. Cllr J Butler suggested that a book of remembrance be brought in by the Town Council with DJ Derek at the front of it.

RESOLVED: It was unanimously agreed to arrange a book of remembrance.

19/01/2021-No 14 To consider donating a prize to the Patchway Conservation Group's photography competition.

The RFO introduced this item. There was overwhelming support by all Councillors for this to happen. It was agreed that £150 for multiple prizes would be the Council's donation. Queries were raised over Patchway People's competition and the RFO would write to the committee to seek clarification on this.

RESOLVED: It was unanimously agreed to delegate to the Clerk and RFO to work with the Conservation Group on getting this up and running. Production of a calendar was suggested and this will be investigated.

19/01/2021-No 15 To consider the following planning applications received:

a) Land on North Side of Blenheim Roundabout Junction of Hayes Way and Oak Leaze.

Concerns were raised over the location of the dishes and the effects that this could have on residents. Cllr J Buddharaju stated that there were issues with connectivity throughout

Charlton Hayes and this work would aid that. There were suggestions that the dishes could be strategically placed in commercial businesses' as an alternative.

RESOLVED: It was unanimously agreed for the Clerk to raise an objection.

19/01/2021--No 16. 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 and J Buddharaju. There were updates on SGC's local plan, MAF funding and the budget for 2021/22. Cllr Shambhu gave an update on some issues in Charlton Hayes which were being solved.

b) Patchway Community Centre Redevelopment Project

The Council considered the report from the project manager. The Council noted that there would be a delay to the project and that South Gloucestershire Council were satisfied with progress.

c) 3G and Cricket Nets Projects.

The Council considered the report from the project manager and noted that the lights and corner should be rectified in January. Before the national Covid lockdown hit, the usage was very high.

d) The Pavilion Project.

The Council considered the report from the project manager and noted that planning permission had been granted. The project would now gain momentum and the tender document and associated reports will be prepared with the assistance of Cllr Butler, up until the contract is awarded.

Cllr E Gordon left the meeting at 20.32.

e) Coniston Community Association.

No update received.

f) Four Towns Summer Playscheme.

Noted.

19/01/2021--No 17. To note that the next meeting will be on the 16th February 2021 at 7pm.

Noted.

CLOSED SESSION

19/01/2021--No 18. To receive an update from the Personnel Committee.

Council were advised that the staff Time and Motion study was still underway and the results were starting to be compiled. The Clerk and Deputy Clerk are looking into the legalities of some issues.

19/01/2021-No 19 To consider the matters relating to Patchway Sports and Social Club.

Cllrs K Dando and R Loveridge declared their interests but were granted a dispensation to remain in the meeting.

The RFO introduced this item. It was agreed that the club should be invited to the Finance Committee in February along with financial information. If any Councillors have any specific questions to raise, they should send to the Deputy Clerk in good time.

RESOLVED: It was agreed with two abstentions that officials from the club be invited to the Finance Committee meeting. It was further agreed that the rent should be deferred for at least another month.

The meeting was closed at 21:03.