PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 7th February 2023 at 19:00 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman), S Scott, R Walker, T Scott, P Knight,

R Loveridge, K Dando and J Buddharaju (19:01).

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

Absent: Cllrs B Hopkinson and E Gordon.

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.

07/02/2023 - No 1 To receive questions from members of the public present.

A resident raised a query on the formation of Charlton Hayes Parish Council. The Clerk confirmed that from May 2023, Charlton Hayes would have their own Parish Council but until then residents can come to Patchway Town Council with their queries.

07/02/2023 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr J Butler (other commitments), S Shambhu (working), E Martin (illness) and P Cottrell (other commitments).

07/02/2023 - No 3 To receive any declarations of interest and to consider any requests for dispensations for this meeting.

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.

07/02/2023 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 18th January 2023 and to receive the Clerk/RFO's report for this meeting.

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

07/02/2023 - No 5 To approve the expenditure report and authorise payments.

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

Payee	Invoice Detail	Ne	t (cost to council)		VAT		Gross	Our Ref
Virgin Media Business	Broadband charges, Callicroft House	£	115.75	£	23.15	£	138.90	02-23-001
A Cleaning Service	December cleaning at PTC premises	£	400.00	£	80.00	£	480.00	02-23-002
DCK Accounting Solutions	Accounting services, December	£	268.75	£	53.75	£	322.50	02-23-003
DCK Accounting Solutions	Budget setting services	£	882.00	£	176.40	£	1,058.40	02-23-004
Baker Ross Ltd	Craft items for Community Hub activity days	£	93.38	£	18.67	£	112.05	02-23-005
Accountancy Learning Distance Learning Ltd	AAT Level 4 Accounting training for Town Clerk	£	393.12	£	22.83	£	415.95	02-23-006
Fleet (Line Markers) Ltd	Pitch line marking supplies	£	55.53	£	11.11	£	66.64	02-23-007
LR Electrical	Old cooker removal / electrical works at Casson Centre	£	205.00	£	-	£	205.00	02-23-008
Murray Hire Centres Ltd	Chainsaw supplies & equipment	£	556.02	£	97.30	£	653.32	02-23-009
J&Sons Electrical Services	PAT testing, Casson Centre	£	78.00	£	-	£	78.00	02-23-010
Ionet Systems Ltd	WAP Web management services	£	12.00	£	2.40	£	14.40	02-23-011
Ionet Systems Ltd	Install CCTV cabling at NSP Pavilion / Garage	£	587.00	£	117.40	£	704.40	02-23-012
Safety Matters Ltd	Fire risk assesments & Fire Awareness Training	£	510.00	£	-	£	510.00	02-23-013
Gary Millard	Patchway Town Council logo revisions	£	37.00	£	-	£	37.00	02-23-014
Avon Local Councils Association	Training for Head Groundsperson	£	14.00	£	-	£	14.00	02-23-015
ACAS	Management training for Head Groundsperson	£	270.00	£	-	£	270.00	02-23-016
J&Sons Electrical Services	PAT testing, Callicroft House & Scott Park Garage	£	113.00	£		£	113.00	02-23-017
Churches Fire Security Ltd	Fire extinguisher servicing, Callicroft House	£	80.63	£	16.13	£	96.76	02-23-018
Churches Fire Security Ltd	Fire extinguisher servicing, Casson Centre	£	56.45	£	11.29	£	67.74	02-23-019
Rialtas Business Solutions Ltd	Annual VAT Submission software to 31/3/2024	£	117.74	£	23.55	£	141.29	02-23-020
Melhuish & Saunders	NSP Pavilion - works completed as per Certificate 10	£	57,318.84	£	11,463.77	£	68,782.61	02-23-021
Advanced Secirity Systems Ltd	Alarm monitoring - NSP Pavilion to 1/12/22 - 1/12/23	£	497.00	£	99.40	£	596.40	02-23-022
QED Engineering	Works for NSP Pavilion	£	3,865.00	£	773.00	£	4,638.00	02-23-023
Melrose Associates	Contract administration services to NSP Pavilion - Final Account fee	£	1,991.25	£	-	£	1,991.25	02-23-024
Melrose Associates	Contract administration services to Community Centre - Final Account fee	£	412.50	£		£	412.50	02-23-025
Isobel Walker	Expenses related to Community Hub to 25/1/23	£	107.75	£	9.45	£	117.20	02-23-026
Jack Turner	Expenses related to Community Hub and software to 26/1/23	£	101.58	£	18.36	£	119.94	02-23-027
Road & Traffic Management	Supplying white & yellow 505 rain safe car park markings	£	2,550.00	£		£	2,550.00	02-23-028
Murray Hire Centres Ltd	Cherry picker Hire for 1 day plus kit	£	212.00	£	42.40	£	254.40	02-23-029
A Cleaning Service	January cleaning of Casson Centre / Callicroft House	£	400.00	£	80.00	£	480.00	02-23-030
Prolific Solutions (SW) Ltd	Printing costs and ICT support	£	46.41	£	9.29	£	55.70	02-23-031
Advanced Plumbing & Heating Ltd	Casson Centre boiler repair & annual service	£	259.98	£	52.00	£	311.98	02-23-032
Advanced Plumbing & Heating Ltd	Callicroft House annual service	£	70.00	£	14.00	£	84.00	02-23-033
Baker Ross Ltd	Craft items for Community Hub activity days	£	95.03	£	17.82	£	112.85	02-23-034
		£	-	£	-	£	-	
		£	-	£	-	£	-	
	Total for Fals 22	£	-	£	-	£	-	
	Total for Feb 23		£72,772.71	£	13,233.47	£8	6,006.18	

07/02/2023 - No 6 To consider the request from Snack Attacks to sell alcohol at the Norman Scott Park Pavilion café.

RESOLVED: It was unanimously agreed to allow Snack Attacks to sell alcohol at the Norman Scott Park Pavilion café subject to the correct licenses being approved.

07/02/2023 – No 7 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on 'Prohibition and Restriction of Waiting' on various roads in Patchway.

The Council noted that this is the consultation that they have been asking South Gloucestershire Council to carry out for a number of years.

RESOLVED: It was unanimously agreed to state that Patchway Town Council are in support of the proposals and that Patchway Town Council would like to see the results of the consultation if the feedback is significant from residents on a specific scheme. It was also resolved unanimously to ask South Gloucestershire Council to look at traffic calming measures to enforce the speed limits throughout Patchway.

07/02/2023 - No 8 To consider any planning applications received (click on the link to view the application).

- a) P23/00127/HH Erection of side/rear covered walkway and erection of rear porch Rose Cottage Hempton Lane Almondsbury South Gloucestershire BS32 4AJ.
 RESOLVED: It was unanimously agreed to raise no objections to this planning application.
- b) P23/00093/F Conversion and change of use from Dental Practice (Class E) to 2no. semidetached dwellinghouses (Class C3) with associated works - Patchway Dental Practice 19 - 21 Coniston Road Patchway South Gloucestershire BS34 5JN.

RESOLVED: It was agreed by a majority with one abstention to respond to the planning application saying that the Town Council are happy in principle with application on the proviso that the provision of a Dental Practice is retained elsewhere in the Town, if it is lost from this building as a result of this application.

07/02/2023 – No 9 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Council noted the progress as below. The Clerk will look into costs for getting the newsletter delivered to every house in Patchway.

	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.			

07/02/2023 - No 10 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 on the budget setting process at South Gloucestershire Council.

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

No update was given.

c) Future Council Events in Patchway.

No update was given.

d) Almondsbury Joint Burial Committee.

No update was given.

e) Patchway Twinning Association.

The minutes were noted.

07/02/2023 - No 11 To note that the next meeting of Patchway Town Council will be held on Tuesday $21^{\rm st}$ March 2023 at 7pm.

Noted.

07/02/2023 - No 12 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.

07/02/2023 - No 13 To receive an update on the lease agreement pertaining to Patchway Sports and Social Club and to agree any actions with respect to the agreement.

Cllr K Dando declared his interest but requested a dispensation to stay in the room on this matter.

RESOLVED: It was agreed by a majority, with one abstention, to grant Cllr K Dando a dispensation on this matter.

The Council noted an update from the Clerk with regards to the lease agreement and S146 notice.

RESOLVED: It was agreed by a majority, with two abstentions, to carry out the following actions:

- 1) To delegate authority to the Clerk to authorise a fire risk assessment.
- 2) To wait until the AGM to communicate with the new committee regarding the S146 notice.
- 3) To delegate authority to the Clerk, to enforce the S146 notice if an AGM doesn't take place.
- 4) To delegate authority to the Clerk, to enforce the S146 notice if that is the recommendation of the Fire Risk assessor.
- 5) To inform the Sports and Social Club of the Council's position.
- 6) To enforce the S146 notice at the meeting of Patchway Town Council in March, if the issues in the notice have not been rectified and invite the committee to this meeting with their recovery plan for the Sports and Social Club.

The meeting was closed at 20:06.