

## PATCHWAY TOWN COUNCIL

### **Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 10<sup>th</sup> September 2024 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr Dayley Lawrence (Chair), Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Angela Morey, Cllr Sam Scott and Cllr Toni Scott.

**In attendance:** S Howard (Town Clerk), J Turner (Locum Town Clerk), J Watkins (Deputy Town Clerk and RFO).

**Absent:** Cllr Patrick Cottrell and Cllr Keith Walker.

**Members of the Public:** None.

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.

**10/09/2024 - No 1. To receive questions from the members of the public present.**

None received.

**10/09/2024 - No 2. To receive any apologies for absence.**

The Council noted apologies from Cllr Ken Dando (unwell), Cllr Daniel Fry (personal reasons), Cllr Natalie Field (unwell) & Cllr Eric Gordon (personal reasons).

**10/09/2024 - No 3. To receive any 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 Denise Lansdown declared her interest in item 20B.

Cllr Roger Loveridge declared his interest in item 8C.

Cllr Sam Scott declared his interest in items 18 and 19.

**10/09/2024 - No 4. To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to grant dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on the following items.

Cllr Lansdown regarding agenda item 20B

Cllr Loveridge regarding agenda item 8C

Cllr Sam Scott regarding agenda items 18 and 19

**10/09/2024 - No 5. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 16<sup>th</sup> July 2024 and to note the Clerk/RFO's report for this meeting.**

There was no report from the Clerk/RFO to report.

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





- b) **To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account report for July 2024.**

The Council noted the financial reports for July 2024 with no questions being raised.

- c) **To consider the recommendations from the Grants Working Party held on Tuesday 10<sup>th</sup> September 2024.**

The Grants Working Party was cancelled due to the allocation of Officer time and the Council considered all applications received.

Cllr Loveridge queried why the Patchway Cricket Club was submitting a grant application when the Council have a budget for maintenance of the cricket pitches. The Deputy Town Clerk confirmed that the maintenance budget does not always pay for all items required. The cost for loam has increased significantly since 2022 at £300.00 and £800.00 in 2024.

**RESOLVED:** by a majority approval to support the grant applications for the groups listed below. There was one abstention due to a conflict of interest relating to the North Bristol RFC.

Southern Brooks - £350.00

North Bristol RFC - £500.00

Patchway Cricket Club Senior Teams - £500.00.

**10/09/2024 – No.9. To approve the review of all Risk Assessments from September 2024 to September 2025 as listed:**

- a) **Council Property Risk Assessment**
- b) **Hire of Casson Centre Risk Assessment**
- c) **Hire of Sports Facilities**
- d) **Outdoor Staff Risk Assessment**

**RESOLVED:** It was unanimously agreed to approve the Risk Assessments listed from September 2024 to September 2025.

**10/09/2024 – No.10. To elect a member to the following committee's/working groups due to a resignation of a Councillor from the below committee's and working groups:**

- a) **Finance Committee (1)**

Cllr Knight nominated himself and Cllr Loveridge seconded.

Cllr Toni Scott nominated herself and Cllr Morey seconded.

**RESOLVED:** It was unanimously approved that Cllr Toni Scott is duly elected.

- b) **Parks, Open Spaces, Planning and Transport Committee (1)**

The Chair nominated Cllr Morey and Cllr Toni Scott seconded.

**RESOLVED:** It was unanimously approved that Cllr Morey is duly elected.

- c) **Personnel Committee (1)**

Cllr Martin nominated herself and Cllr Sam Scott seconded.

**RESOLVED:** It was unanimously approved that Cllr Martin is duly elected.

- d) **Friends of Patchway Twinning Group (1)**

No decision made.

- e) **Youth Work Working Party (1)**

Deferred to the next Council meeting in October 2024.

**10/09/2024 – No. 11. To consider the possibility of a South Gloucestershire Council Dog Warden patrolling Norman Scott Park and any fees associated with enforcing the bylaws.**

The Deputy Town Clerk advised that due to feedback from the public in April 2024 with dogs in the park and verbal abuse to the Groundstaff team, the Council contacted South Gloucestershire Council (SGC) Dog warden seeking support regarding the issues in Norman Scott Park.

Cllr Lansdown advised members that there are no dogs in the park during the week, the issue is when visitors come from other parishes to football match(es) and bring their dog(s).

The Deputy Town Clerk confirmed that a SGC warden is prepared to patrol the park 1-2 times per week, Monday to Friday, at no cost to the Town Council. No patrols can operate on the weekend.

Anyone found to be in breach of the bylaw by allowing their dog into the park and if found fouling, will be given a penalty notice. SGC would submit 50% of the penalty charge obtained to the Town Council being it is the Council's asset.

The aim is for football clubs and users of the park on the weekends to be reminded of the 'no dog' policy. The patrols during the working week will serve as an initial warning to be given to offenders. However, if a repeat offence is established, then a fine to be issued. The Council wishes to be seen by the public as taking the correct measures to those who bring their dogs into the park, as the bylaw needs to be enforced.

**RESOLVED:** It was unanimously approved that SGC is asked to patrol the park for a six-month trial and that user groups are to be reminded of the rules with no dogs on site.

**10/09/2024 – No.12. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**a) South Gloucestershire Councillors report on items relating to Patchway.**

Cllr Sam Scott provided an update to members on the 'Call for Sites' consultation which ends on the 13<sup>th</sup> September 2024.

South Gloucestershire Children's Services have received an Ofsted 'Good' rating, which is an improvement on last year's report.

No other reports from District Councillors were received.

**b) Patchway Town Council Events.**

The Summer events held have been successful despite the weather.

The Council is now preparing for the November Fireworks Display, Remembrance Parade, Christmas Lights Switch-On and a new event being the Santa Run.

The Chair thanked all Staff and Council members who have supported the events thus far.

**c) Friends of Patchway Twinning Group.**

No update received.

**d) Almondsbury Joint Burial Committee.**

The next Almondsbury Joint Burial Committee is to be held on the 13<sup>th</sup> September 2024.

Cllr Loveridge reported that the CCTV has identified antisocial behaviour which has been reported to the Police.

Cllr Loveridge also reported a water pipe issue, which is possibly redundant. This is currently being investigated by the landowner and the water board.

**e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).**

No update received.

**f) Improving the Parade (Strategic Plan Outcome).**

Cllr Loveridge and Cllr James attending the 'planting weekend' and assisted with the installation of 700 plants in the raised beds. Members of the public have thanked those involved with the project. Cllr Loveridge conveyed his thanks to Liz Evans and Southern Brooks for organising the event.

Cllr James reported that the litter bins need to be cleaned. It was confirmed that the bins are the responsibility of Bromford Housing.

The new level crossing on Coniston Road only has bollards on one side of the road, the other side is seeing cars enter the public highway. The Chair advised members that this matter is in hand with South Gloucestershire Council.

**g) Improving CCTV in the local area (Strategic Plan Outcome).**

No update received.

**h) Communication with all households (Strategic Plan Outcome).**

The Deputy Town Clerk confirmed that there is one batch of leaflets left to deliver.

Cllr James enquired about a new noticeboard on Ashford Road to support residents within the Highwood Ward.

**i) Youth Provision and safety (Strategic Plan Outcome).**

No update received.

**j) Patchway Community Larder at Norman Scott Park Pavilion.**

Cllr Lansdown advised members that the larder had a slow start but is now seeing around 20-25 people a week use the facility. Cllr Lansdown thanked donations received from the public. More seasonal items to be purchased.

**k) The Casson Centre Mural Project.**

The Deputy Town Clerk confirmed that the Mural was installed in July 2024. Cllr Sam Scott was thanked for the support from South Gloucestershire Council with funding for the project. Members agreed the installation is a fantastic and colourful addition to the Casson Centre.

**l) The Alderman Scott Award Winners for 2024.**

The Chair was delighted to present the Awards to the pupils. A replacement trophy to be sourced in next year's budget allowance.

**m) Patchway Twinning Trophy Award Winners for 2024.**

The Chair enjoyed presenting the awards in July 2024. The Council is pleased to have a great working relationship with the local schools and looking forward to this only growing in the future.

**n) Community Award Presentation to a member of the community in July 2024.**

The member of the community receiving the award was so deserving of her fantastic efforts whilst litter picking, non-stop, throughout the Throwback Festival.

**o) S106 Monies awarded for Pretoria Road Allotments.**

The Deputy Town Clerk confirmed that the Town Council has been awarded a Section 106 grant of £823.74 capital expenditure and £1050.33 revenue expenditure to be used to support educational projects on the site.



**p) Ownership and maintenance of Eagle Meadow.**

The Deputy Town Clerk advised that it has been discovered that Eagle Meadow belongs to the Coal Pension Board and is not for South Gloucestershire Council or this Council to maintain, as has been the case previously. A notice has been installed on the fence by Savills in July 2024 who are the Facilities Manager for the land.

**q) Resignation of Interim Chairman of Patchway Sports and Social Club.**

The resignation from the Interim Chairman of Patchway Sports and Social Club was noted.

**10/09/2024 – No. 13. To note that the next meeting of Patchway Town Council will be held on Tuesday 15<sup>th</sup> October 2024 at 7pm.**

The next meeting date was noted.

**10/09/24 – No. 14. 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 item.

**10/09/2024 – No. 15. To consider the draft lease arrangement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.**

The item to be deferred to the next Full Council meeting as the Heads of Terms for the allotment site need to be signed and returned before a draft lease can be drawn up by South Gloucestershire Council.

**10/09/2024 – No. 16. To consider the draft lease agreement between Patchway Town Council and Blakeney Road Allotment Association for the land at Blakeney Road Allotments.**

The item to be deferred to the next Full Council meeting as the Heads of Terms for the allotment site need to be signed and returned before a draft lease can be drawn up by South Gloucestershire Council.

**10/09/2024 – No. 17. To consider the draft licence agreement between Patchway Town Council and Men in Sheds for the land at Blakeney Road Allotments.**

The Town Clerk advised that she had met with the Lead person for the Patchway Men's Shed. A few alterations to the draft licence agreement have been suggested which will be submitted to the Council Solicitor for amendment before the document can be signed.

**10/09/2024 – No. 18. To consider the Draft Heads of Terms for the land at Bevington Walk Play Area between Patchway Town Council and South Gloucestershire Council.**

**RESOLVED:** by a majority approved for the Chair to sign the draft Heads of Terms agreement.

**10/09/2024 – No. 19. To consider the Draft Heads of Terms for the path at Blakeney Road Play Area between Patchway Town Council and South Gloucestershire Council.**

**RESOLVED:** by a majority approval, with one abstention due to a declaration of interest, for the Chair to sign the draft Heads of Terms agreement.

**10/09/2024 – No. 20. To receive an update on issues pertaining Patchway Town Council's legal agreements:**

**a) Patchway Sports and Social Club**

The Town Clerk updated members on the current position of the Patchway Sports and Social Club, (PSSC). A further £500.00 received from the PSSC on the 10<sup>th</sup> September 2024 has been allocated to the outstanding rent due. The Council needs to consider the premises licence that is being applied for by the PSSC with the consultation period ending on the 13<sup>th</sup> September 2024.

**RESOLVED:** It was unanimously approved that the Council writes to the PSSC asking for the outstanding rent with the receipt of regular payments by set dates. This is due to the PSSC breaching their licence agreement with the Town Council.

It was also agreed to contact South Gloucestershire Council to ask for an extension to the consultation period for the premises lease allowing more time for consideration of the application being made by the PSSC. The Town Council needs to understand who the PSSC Committee members are and who is running the club.

**b) Norman Scott Park Pavilion Licence Agreement**

The Deputy Town Clerk confirmed the Licence agreement is to support a break in the licence as agreed at the last Full Council meeting and for there to be no increase to the rent until 2027.

**RESOLVED:** by a majority approval, with one abstention due to a declaration of interest, for the Chair, Deputy Town Clerk and Licensor to sign the Norman Scott Park Licence Agreement.

**10/09/2024 – No. 21. To consider the conclusion of the probationary period for the Responsible Finance Officer.**

**RESOLVED:** It was unanimously approved that the Deputy Town Clerk's probationary period is concluded, and he is duly awarded the Responsible Finance Officer position. The Personnel Committee to agree a spine column point (SCP) increase of 2 points.

**The meeting was closed by the Chairman at 9.01pm.**