

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 18th October 2022 at 19:00 at Callicroft House, Patchway.

Councillors: D Lawrence (Chairman), S Scott, E Gordon, J Butler, R Walker, I Walker, P Cottrell, E Martin, P Knight, S Shambhu, J Buddharaju and B Hopkinson (19:10).

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

Absent: None.

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.

The Council observed a two minute silence in the memory of former Councillor Mike Grotzke, who sadly passed away the previous week.

18/10/2022 - No 1 To receive questions from members of the public present.

None received.

18/10/2022 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr T Scott (Other commitment), R Loveridge (Operation), K Dando (Unwell).

18/10/2022 - 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.

18/10/2022 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 19th July 2022 and to receive the Clerk/RFO's report for this committee meeting.

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

18/10/2022 - No 5 To note the minutes of the Finance Committee held on Tuesday 6th September 2022 and Tuesday 11th October 2022 and approve the following recommendations:

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council creates a budget virement of £3000 from the new projects reserve, to set up a budget for Patchway Town Council's Christmas light switch on event and that authority be delegated to the Town Clerk/RFO for any expenditure within this budget.**

RESOLVED: It was agreed by a majority, with two against and two abstentions to approve this recommendation.



15/11/2022

- b) To approve the recommendation that Patchway Town Council moves £20,000 from general reserves to earmarked reserves for Patchway Town Council's 70th Anniversary celebrations and agrees to delegate authority to the working party for expenditure within this budget.

RESOLVED: It was agreed by a majority with two abstentions to budget for this event next year and retain the £20,000 in general reserves.

- c) To approve the recommendation that Patchway Town Council adopt the amended room hire charges as specified on the fees schedule for the 2022-2023 and 2023-2024 financial year.

RESOLVED: It was agreed by a majority with two against and two abstentions to approve the recommendation and the hire fees were set as below, with immediate effect.

		ALL CHARGES INCLUDE 20% VAT - ALL HIRES ARE FOR A MINIMUM OF TWO HOURS			
		2022-2023	2022-2023	2023 - 2024	2023 - 2024
Site	Room	Patchway Community Rate (Proof of a Patchway Street Name)	Standard Rate	Patchway Community Rate (Proof of a Patchway Street Name)	Standard Rate
The Casson Centre	The Casson Centre Hall - Large room including commercial kitchen and fully accessible toilets.	£15 per hour.	£20 per hour.	£16.50 per hour.	£22 per hour.
Callicroft House	The Boardroom	£12 per hour.	£16 per hour.	£13.20 per hour.	£17.60 per hour.
	Meeting Room	£10 per hour	£12 per hour	£11 per hour.	£13.20 per hour.

- d) To approve the recommendation that Patchway Town Council requests that South Gloucestershire Council take into consideration the split liabilities from the formation of Charlton Hayes Parish Council, as per the attached report.

RESOLVED: It was agreed by a majority with two against and two abstentions, to send the report into South Gloucestershire Council and for it to be used as a negotiating tool.

18/10/2022 - No 6 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 6th September 2022 and Tuesday 11th October 2022 and to approve the following recommendations:

The minutes were noted.

- a) To approve that recommendation that Patchway Town Council changes the scope for the project for an 'older persons hard court area in Scott Park' to 'older persons outdoor gym area in Scott Park', funded by S106 monies.
RESOLVED: It was unanimously agreed to approve the recommendation.
- b) To approve the recommendation that Patchway Town Council creates a bid for the full amount of S106 monies (£242,655.28) to be used to create a new changing facility in Norman Scott Park.
RESOLVED: It was unanimously agreed to approve the recommendation.
- c) To approve the recommendation that Patchway Town Council permits Patchway Town Football Club to erect temporary advertising banners in Norman Scott Park.
RESOLVED: It was unanimously agreed to approve the recommendation.
- d) To approve the recommendation that Patchway Town Council permits Patchway's 'Men in Sheds' to erect one shipping container and covered working area at Blakeney Road Allotments.
RESOLVED: It was unanimously agreed to approve the recommendation.



15/11/2022

- e) To approve the recommendation that Patchway Town Council creates a new storage facility for the sight screens and covers that have been purchased by Patchway Cricket Club, adjacent to the cricket net facility in Norman Scott Park.

RESOLVED: It was unanimously agreed to approve the recommendation.

- f) To approve the recommendation that Patchway Town Council adopt the amended sports facility hire charges as specified on the fees schedule for the 2022-2023 and 2023-2024 financial year.

RESOLVED: It was agreed by a majority with seven in favour and four against to approve the recommendation with the amendment that the 'Cricket Net Hire' is set at £20 per session for block bookings and £24 (including VAT) for one off hires. This was proposed to increase the usage of the Cricket Nets. The rates were set as below:

PATCHWAY TOWN COUNCIL - SPORTS HIRE CHARGES		Current	Current	2022-2023		2023-2024	
Facility	Hire Terms	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements	Standard bookers (1 - 9 SESSIONS) INC VAT AT 20%	Block bookers (10 or more sessions) EXC VAT subject to meeting requirements	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		£1,713.60		£1,884.96
Football Pitches	Adult block bookers - 15 games		£1,008.00		£1,411.20		£1,552.32
Football Pitches	Adult block bookers - 10 games		£648.00		£907.20		£997.92
Football Pitches	Youth (under 18s) block bookers - 20 games		£703.00		£984.20		£1,082.62
Football Pitches	Youth (under 18s) block bookers - 15 games		£518.00		£725.20		£797.72
Football Pitches	Youth (under 18s) block bookers - 10 games		£333.00		£466.20		£512.82
	Hirers booking 1 - 9 games per season						
Football Pitches	Adult - Regular hirers per game	£86.40		£120.96		£133.06	
Football Pitches	Youth (under 18s) - regular hirers per game	£44.40		£62.16		£68.38	
Cricket Pitches	All block bookers - Up To 20 games		£1,350.00		£1,890.00		£2,079.00
3G Facility	1 Hour Hire	£36.00	£30.00	£50.40	£42.00	£55.44	£46.20
Cricket Net Facility	1 Hour Hire	£36.00	£30.00	£24.00	£20.00	£24.00	£20.00

- g) To approve the recommendation that Patchway Town Council purchase a Kubota Tractor with attachments as per the quote from Lister Wilder and agree to take this on a hire purchase contract and agrees to sale the Ransomes 2250 Mower to Cllr J Butler for a donation of £500, which is £250 higher than the part-exchange value.

RESOLVED: It was unanimously agreed to approve this recommendation. The Council noted that a review of machinery should take place and any replacements should be budgeted for in the next financial year.

- h) To approve the recommendation that Patchway Town Council retracts the by-law that doesn't permit the exercise of dogs within Norman Scott Park and allows dogs to be exercised on the pathway and to create a new fenced arrow to allow dogs off of their leads adjacent to the bottom pitch.

The Chairman of the Parks, Open Spaces, Planning and Transport Committee, Cllr R Loveridge, issued the following statement which was shared through the Clerk at the meeting.

Patchway has always been blessed with lots of open area's for dogs to freely exercise with their owners, having Scott's Park free of dogs has benefitted all our residents in meeting this happy balance, we must always remember that this is a first class recreational area for all ages young and old and a first class active Sporting area. Before any decision is made on item 6h, I would ask for a full Public Consultation with our residents to be carried out for their view.

RESOLVED: It was agreed by a majority with one against to retract the by-law with immediate effect and to approve the recommendation. The Clerk will investigate the legal route that has to be taken with the retraction.

- i) **To approve the recommendation that Patchway Town Council adopts the Planning Applications Procedure.**

RESOLVED: It was agreed by a majority with one abstention to approve the recommendation with the amendment that the applications are sent to all Councillors and that where there is a planning objection, the Council resolve under the policy to request that the District Councillors call this application in.

18/10/2022 - No 7 To approve the following recommendations from the Personnel Committee meeting on Monday 10th October 2022:

- a) **To approve the recommendation that Patchway Town Council ends the contract for the Peoplesafe 'Man-Down' devices and that the money is reinvested into better mobile phones which allow location sharing, when the outdoor staff are lone working, as well as the ability to hold software for play area inspections.**

RESOLVED: It was agreed by a majority with two against and one abstention to approve this recommendation.

- b) **To approve the recommendation that Patchway Town Council adopt the following risk assessments:**

- i. **Outdoor Staff Risk Assessment.**
- ii. **Council Property Risk Assessment.**
- iii. **Hire of The Casson Centre Risk Assessment.**
- iv. **Hire of Sports Facilities Risk Assessment.**

RESOLVED: It was agreed by a majority with two against and one abstention to approve this recommendation.

- c) **To approve the recommendation that Patchway Town Council adopts the following unchanged policies:**

- i. **Employers Pension Discretions**
- ii. **Grievance Policy**
- iii. **Disciplinary Policy**
- iv. **Redundancy Policy**
- v. **Communications for Employees Policy**
- vi. **Time Off in Lieu Policy**
- vii. **Absence Management Policy**
- viii. **Use of Council Equipment Policy**
- ix. **Home Working Policy**
- x. **Bereavement Leave Allowance**
- xi. **Lone Working and Staff Safeguarding**
- xii. **Whistleblowing Policy**
- xiii. **Member/Officer Protocol**
- xiv. **Code of Conduct for Employees**
- xv. **PPE Policy**
- xvi. **COSHH Policy**
- xvii. **Manual Handling Policy**
- xviii. **Fire Policy**
- xix. **Health and Safety Policy**
- xx. **Stress Policy**
- xxi. **Bullying and Harassment Policy**



15/11/2022

RESOLVED: It was agreed by a majority with two against and one abstention to approve this recommendation.

18/10/2022 – No 8 Council Finance.

a) To note the financial position of the Council's bank and investment accounts.

As of 18th October 2022, the position was as below.

Current Account: £1000

Reserve Account: £117,314.68

CCLA Public Sector Deposit Fund: £160,740.57

Cambridge and Counties: £25,886.32

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for July, August and September 2022.

The reports were noted.

c) To approve the expenditure report and authorise payments.

RESOLVED: It was agreed by a majority with one abstention to approve the expenditure report and authorise payments as below:

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
A Cleaning Service	Deep Clean at all premises.	£ 220.00	£ 44.00	£ 264.00	10-22-009
Avoncrop Amenity Products.	Grass Seed for Cricket Square and outfield.	£ 396.00	£ 57.00	£ 453.00	10-22-010
Bowcom	Line Marking Paint.	£ 210.00	£ 42.00	£ 252.00	10-22-011
DCK Accounting Solutions	VAT Partial Exemption Work.	£ 410.00	£ 82.00	£ 492.00	10-22-012
George Carr and Sons LTD	Strim Line, Strimmer blades and safety guard.	£ 86.94	£ 17.39	£ 104.33	10-22-013
John Griffin	Firework Night Entertainment (Children's events).	£ 300.00	£ -	£ 300.00	10-22-014
Jon Butler	Fuel for work at The Tumps.	£ 87.00	£ 17.40	£ 104.40	10-22-015
Lucy Hartland-Mann	Firework Night Entertainment (Stilts and Fire).	£ 600.00	£ -	£ 600.00	10-22-016
Melhuish and Saunders	NSP Pavilion: Valuation 7.	£ 235,305.57	£ 47,061.11	£ 282,366.68	10-22-017
Melrose Associates	Patchway CC Redevelopment: Retention Works.	£ 288.75	£ -	£ 288.75	10-22-018
Melrose Associates	NSP Pavilion: Contract Administration.	£ 3,030.00	£ -	£ 3,030.00	10-22-019
Prolific Solutions LTD	Printing Costs - September.	£ 129.78	£ 25.96	£ 155.74	10-22-020
Raycox Turf LTD	Top Soil.	£ 168.00	£ 30.00	£ 198.00	10-22-021
The Bush Consultancy	NSP Pavilion: Architectural Services.	£ 3,850.00	£ 770.00	£ 4,620.00	10-22-022
World of Power	Backpack Blower.	£ 552.00	£ -	£ 552.00	10-22-023
Total for October 2022		£245,634.04	£48,146.86	£293,780.90	

d) To consider making the following charitable donations for this financial year:

i. The Royal British Legion – The Poppy Appeal.

The Council noted that £200 had been donated for 10 Poppy Wreaths and that this was a satisfactory donation.

ii. Patchway Town Council's Mayoral Charities – Second Patchway Scout Group and The Link Club.

RESOLVED: It was unanimously agreed to approve £50 to each charity at the end of the financial year.

18/10/2022 - No 9 To consider and approve the designs for Patchway's Christmas lights.

RESOLVED: It was unanimously agreed to approve the designs as per the report and that two lights will be installed in Charlton Hayes, one by the Spar and one in the Brabazon area. The Clerk will strive to get the best deal for the purchase of lights.

18/10/2022 - No 10 To consider and approve the recommendations from the Grants Working Party.

RESOLVED: It was unanimously agreed to amend the recommendation and approve the grants as below:



15/11/2022

<u>Organisation</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Pretoria Road Allotment Society.	New roof on exterior of building.	£800	Full approval of £800.
2. Patchway Town FC.	Training and match day equipment.	£1000.00	Defer – Would like to see a grant used to support a youth team and not general running costs.
3. Sight Support West of England	Advice service in Patchway.	£400.00	Reject – Not currently in Patchway.
4. The Link Club.	Local support and events.	£1000.00	Full approval of £1000.
5. Second Patchway Scout Group.	Renovate the toilets in HQ.	£1000.00	The group withdrew their request.
6. Senior Citizens Wednesday Lunch Club	Stock for hot lunches as well as cooking equipment.	£250.00	To delegate authority to the Clerk to approve the full amount once the correct forms are complete and a separate bank account is set up.
7. Patchway Community Association	Costs associated with the running of the building (used for maintenance works)	£9000.00	Rejection of the grant. The Council have maintained this grant over previous years however due to the extensive works and costs of the redevelopment project, it would not be prudent to give a grant of this size.
8. Patchway Men's Shed	Outside covered space to enable the group to grow.	£1000.00	Full approval of £1000.
9. Bristol BMX Club	Replacing the track tarmac.	£1000.00	Defer – Ask for quotes for works and also statistics on number of Patchway residents involved.
10. Mamas Bristol CIC	Monthly hub expenditures.	£1000.00	Defer – Ask for statistics on how many people from Patchway and



			whether accessing the new venue is problematic for Patchway residents.
11. Patchway Cricket Club	Boundary rope.	£1000.00	Reject – Ask for quotation that the application was based off of.

18/10/2022 - No 11 To consider ways in which Patchway Town Council can support residents amid the cost of living crisis.

The Clerk provided an update. Over 55 residents had come through the door of the ‘Warm Room’ since the start of the trial period. The Council noted that the local community had really got behind this project. Thanks was given to Cllr Isobel Walker for her help and dedication to this project. Thanks was also given to Cllr Elaine Martin, Cllr Roland Walker and Cllr Dayley Lawrence for their assistance.

RESOLVED: It was unanimously agreed to keep the room going and to delegate authority to the Clerk to spend up to £1000, from the Youth and Community grants budget, to enable projects and initiatives to get off of the ground.

18/10/2022 – No 12 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.

	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.

18/10/2022 - No 13 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 regarding South Gloucestershire Council budget. South Gloucestershire Council were needing to make £29 million of savings in the next financial year.

The Council noted a report from Cllr S Shambhu, which he would be happy to circulate to all members.

b) Norman Scott Park Pavilion Redevelopment.

The Council noted an update. The project was due to complete in the second week of November. The Council noted the project was on budget but there was still a financial risk

around the electric and water inputs. The Council noted that there was an issue with pooling at the rear of the building and this needed to be rectified.

RESOLVED: It was agreed by a majority, with one abstention, to delegate authority to the Clerk to agree expenditure for the drainage up to £6000.

c) The Casson Centre refurbishment project.

The Council noted that the roof works had been completed. Cllr B Hopkinson stated that he would like to see a cooker back in the kitchen area so it can be utilised for community cooking. It was agreed that the Clerk would look into this for the next meeting as well as the cost of a hot water boiler on the wall for hot drinks.

d) Coniston Community Association.

Cllr E Gordon provided an update. Contrary to rumours that had been told to the Clerk and members of the Council, there were no issues at the centre and the café was thriving. The community fridge was a well-used asset too.

e) Youth Work in Patchway.

The Council noted that FACE have increased the numbers of young people within the youth centre and that their detached sessions are going well. There will be a skate park mural event in October half term with FACE and the young people.

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

No update was given.

g) Future Council Events in Patchway.

The Council noted that the fireworks display had brought in just under £1500 worth of income to the Council.

h) Patchway Twinning Association.

The Clerk provided an update. The Twinning visit is coming up with the Mayor of Patchway attending. The future of the Twinning Association is currently being debated.

i) Almondsbury Joint Burial Committee.

No update was given.

j) Residents Association of Charlton Hayes.

No update was given.

k) Patchway Minibus.

Cllr P Knight provided an update. Cllr P Knight had informed the committee that they need to adopt the standard and legal policy templates which they had declined to do. The committee will draft their own policies in the November meeting.

l) Patchway 2023 Calendar.

No update was given.

m) Avon Local Council's Association AGM Minutes.

The minutes were noted.

n) South Gloucestershire Play Scheme – Summer Report.

The report was noted. The director of the Play Scheme would be invited to the November Council meeting to provide an update.



o) Coniston Medical Practice.

It was agreed to invite the representatives of the practice to the December Council meeting.

p) Remembrance Day in Patchway.

The Council noted as there was no active Patchway branch, that the Council had been hands on with organising this year's event. The event will take place on Sunday 20th November and will have a march from The Tumps down to Scott Park, whereby a service will take place. The Clerk will invite all branches from South Gloucestershire and Bristol to the event.

18/10/2022 - No 14 To consider the dates of future meetings of Patchway Town Council, as below:

- a) Tuesday 15th November 2022 at 7pm.
- b) Tuesday 13th December 2022 at 7pm, with the meetings of the Finance Committee and the Parks, Open Spaces, Planning and Transport Committee to be held on Tuesday 6th December at 7pm and 8pm respectively.
- c) Tuesday 17th January 2023 at 7pm.
- d) Tuesday 21st February 2023 at 7pm.
- e) Tuesday 21st March 2023 at 7pm.
- f) Tuesday 18th April 2023 at 7pm.
- g) Tuesday 16th May 2023 at 7pm

RESOLVED: It was unanimously agreed by a majority with one against, to set the dates as above.

18/10/2022 - No 15 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.

18/10/2022 - No 16 To consider the license agreement for the Café at Norman Scott Park Pavilion.

RESOLVED: It was agreed by a majority with three against to agree the license agreement with the amendment that the café is open on a Monday. The Council noted that the hours would have to have a degree of flexibility until the contractor is confident on the hours being viable.

Cllr B Hopkinson left the meeting at 21:24.

18/10/2022 - No 17 To consider the service agreement for the Café at Norman Scott Park Pavilion.

RESOLVED: It was unanimously agreed to approve the service agreement with the amendment that the water costs would be based on an average and not metered separately for the café.

As the time was 21:30, it was agreed by a majority with one against, to suspend Standing Orders to allow the rest of the business to be completed.

18/10/2022 - No 18 To consider the deposit deed document for the Café at Norman Scott Park Pavilion.

RESOLVED: It was agreed by a majority with two against to approve the deposit deed with the amendment that the deposit is equivalent to two months rent.

18/10/2022 - No 19 To receive an update on the issues pertaining to a lease agreement.

The Council noted the update and were waiting on more information.

18/10/2022 - No 20 To approve the following recommendations from the Personnel Committee meeting on Monday 10th October 2022:



- a) To approve the recommendation that Patchway Town Council appoint a candidate to the role of Deputy Town Clerk.

RESOLVED: It was agreed by a majority with one abstention to approve Jon Watkins to the role of Deputy Town Clerk.

The meeting was closed at 21:45.

A handwritten signature in black ink, appearing to be 'J. Watkins', written in a cursive style.

15/11/2022