

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 16th of November 2021 at 19:00 at Callicroft House, Patchway.

Councillors:	J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, B Hopkinson, P Cottrell, J Buddharaju, E Martin, S Scott, D Lawrence, P Knight and S Shambhu.
In attendance:	J Turner (Town Clerk and RFO), David Clark (Mendip Vale Medical Practice), PCSO Lucy Sparks, PCSO Billy Hall and PC Harry Barrett.
Absent:	None.
Members of the Public:	Eight.

As the time was 19:00, the Chair, Cllr J Butler 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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

16/11/2021 - No 1 To receive a presentation and update from Coniston Medical Practice.

The Chairman welcomed David Clark from Mendip Vale Medical Practice to the meeting. David spoke of Mendip Vale's merger with Coniston Medical Practice. Coniston Medical Practice would still be partner led however the Council noted that they were struggling with recruitment. The Council noted that the CQC had rated Coniston Medical Practice as needing improvement however this had now been updated to a good standard. David informed the Council that the COVID-19 vaccination walk in sessions at Coniston Community Centre had worked well and were a success. David has committed to further communication with all residents to try and improve communications. The Council noted that E-Consult would be live by the end of November and that a monthly update would be provided from David. David confirmed that 9,978 patients were registered at Coniston Medical Practice. David also confirmed that texts going out will say 'Coniston Medical Practice' at the end to ensure that residents do not get confused between Mendip Vale and Coniston Medical Practice. The Chairman thanked David for attending the meeting.

16/11/2021 - No 2 To receive questions from members of the public present.

The Chairman welcomed the local police beat team to the meeting to give over some statistics for Patchway, which includes Cribbs Causeway. The Council learned that there had been 200 incidents of anti-social behaviour in the time scale specified. The beat team were working hard to enforce traffic calming around Charlton Wood Primary School. The Council learned that the neighbourhood beat team were understaffed and hope to be up to full capacity in the near future. The Chairman thanked them for the attendance.

A resident raised a query over the traffic monitoring on Highwood Road, Callicroft Road and Charlton Boulevard on the northbound side. It was raised that cars were parking in a bus lane outside of the premier shop and that some vehicles were using the top of Charlton Boulevard as a turning circle. The PCSO's commented that nothing could be done at present due to the roads not being adopted and them not being able to legally enforce any action.

A resident raised a query about the boundary changes that were included in the Community Governance Review and whether their roads were part of the consultation. The Chairman informed all residents that if they received a consultation brochure, they were in the consultation area and if

residents did not receive a consultation brochure, then they were not in the consultation area and their boundary would not be changed under this current review.

16/11/2021 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs E Gordon and T Scott (Work Commitments).

16/11/2021 - 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.

Cllrs R Loveridge, K Dando and P Cottrell declared their interest in items 7C and 19C.

16/11/2021 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was agreed by a majority, with three abstentions, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 7C and 19C.

16/11/2021 – No 11. To consider Patchway Town Council’s response to the Community Governance Review, in particular, the Charlton Hayes - Parish Council Consultation.

Due to resident requests, this item was moved by the Chairman as the first point to be considered by the members. Cllr B Hopkinson provided an overview of the review and the reasons why a formation of a new Parish Council could be favourable to the residents of Charlton Hayes.

Some Councillors spoke of their discontent at the consultation and some Councillors spoke in favour of the consultation. More information, such as numbers in the proposed new Council Tax Base, any financial forecasts for the new Parish Council, was needed for the Council to make an informed response. Cllr B Hopkinson stated that he would be able to get some figures from South Gloucestershire Council and he would send these through to the Town Clerk as well as any other relevant information.

RESOLVED: It was unanimously agreed to defer this item until the information had been presented to the Council. It was further resolved, unanimously, for the Clerk to look into the implications of assets and S106 monies, if the creation of a new Parish Council did happen.

16/11/2021 - No 6 To approve the minutes of the Patchway Town Council meeting held on Tuesday 19th October 2021 and to note any issues.

a) 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. The action report was noted. The Clerk reminded Cllrs J Buddharaju and B Hopkinson to submit their profiles via email as soon as possible.

16/11/2021 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 26th October 2021 and to consider the below recommendations:

The minutes were noted.

a) To approve the recommendation that Patchway Town Council vires £12,750 from the ‘Scott Park Lighting’ budget to the ‘Christmas Lights’ budget.

b) To approve the recommendation that Patchway Town Council approves the quotation of £20,946.80 to install the Christmas Lights, following feedback from public consultation.

RESOLVED: It was unanimously agreed to approve the recommendations.

- c) **To approve the recommendation that Patchway Town Council allows Patchway Sports and Social Club to advertise at a reduced rate or for free, using the Town Council's advertising platforms.**

RESOLVED: It was agreed by a majority, with three abstentions, to allow the Patchway Sports and Social Club to advertise for free, which would be reviewed in six months.

16/11/2021 - No 8 To note the minutes of the Finance Committee held on Tuesday 9th November 2021 and to consider the below recommendations:

The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council notes the budget document for 2022/2023 and the impact upon the Council Tax Precept.**

RESOLVED: It was unanimously agreed to approve the recommendation.

16/11/2021 - No 9 Council Finance.

- a) **To note the current financial position of the two bank accounts.**

The Council noted the current positions as of 16th November 2021:

Current Account - £1000

Business Reserve - £356,732.56.

- b) **To note the current financial position of the Town Council's Investments.**

The Council noted the current positions as of 1st November 2021:

CCLA Public Sector Deposit Fund – £642,740.57

Cambridge and Counties - £50,000

- c) **To note the Bank Reconciliation and Bank Statements for October.**

- d) **To note the income and expenditure reports for October.**

- e) **To note the monthly summary of accounts for October.**

The Council noted these items.

- f) **To approve the expenditure report and authorise payments.**

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



Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of Drying Room.	£ 257.40	£ 51.48	£ 308.88	11-21-001
Beard	PCC Project: Valuation 14.	£ 49,187.79	£ 9,837.56	£ 59,025.35	11-21-002
Bowcom	White Lining Fluid.	£ 200.00	£ 40.00	£ 240.00	11-21-003
Brosch	Black Bags.	£ 18.00	£ 3.60	£ 21.60	11-21-004
Brosch	Black Bags.	£ 125.00	£ 25.00	£ 150.00	11-21-005
Complete Business Solutions	Face Masks (Unpaid 2020).	£ 122.50	£ 24.50	£ 147.00	11-21-006
Complete Business Solutions	Hand Sanitiser (Unpaid 2020).	£ 32.50	£ 6.50	£ 39.00	11-21-007
David Olgvie Engineering	Memorial Bench.	£ 867.00	£ 173.40	£ 1,040.40	11-21-008
DCK Accountancy	Budget Setting Visit.	£ 396.00	£ 79.20	£ 475.20	11-21-009
DCK Accountancy	Quarterly Review of Accounts.	£ 346.00	£ 69.20	£ 415.20	11-21-010
D.J Harison	Flail Work at BMX Track.	£ 800.00	£ 160.00	£ 960.00	11-21-011
Dragon Play and Sports	Basketball Backboards.	£ 499.00	£ 99.80	£ 598.80	11-21-012
GB Sports and Leisure	Coach Bolts.	£ 5.12	£ 1.03	£ 6.15	11-21-013
GB Sports and Leisure	Play Area Bark - 60 Litres.	£ 286.00	£ 57.20	£ 343.20	11-21-014
George Carr and Sons LTD	Husqvarna Mower.	£ 632.50	£ 126.50	£ 759.00	11-21-015
Gordon Play Ground Inspections	Operational Inspections and Annual Play Inspection.	£ 810.00	£ 162.00	£ 972.00	11-21-016
Ionet Systems LTD	IT Support Contract.	£ 800.00	£ 160.00	£ 960.00	11-21-017
Iris	Payslips.	£ 103.00	£ 20.60	£ 123.60	11-21-018
J & Sons Electrical Services	Install Defibrillator.	£ 150.00	£ -	£ 150.00	11-21-019
KT Properties LTD	Install 8 birdboxes. Sensory Garden Works. War Memorial works. Rise and Fall bollards.	£ 3,049.61	£ 609.92	£ 3,659.53	11-21-020
National Security Group	Alarm Response.	£ 35.00	£ 7.00	£ 42.00	11-21-021
N Brock	Waterside Drive Tree Work.	£ 395.00	£ 15.80	£ 410.80	11-21-022
NHS	Occupational Health Service.	£ 338.00	£ -	£ 338.00	11-21-023
Prolific Solutions	Printing Costs - October.	£ 123.93	£ 24.78	£ 148.71	11-21-024
Robert Action Product Developments.	Litter Picking Equipment.	£ 342.50	£ 68.50	£ 411.00	11-21-025
Shine	Cleaning Services - October.	£ 193.52	£ 38.70	£ 232.22	11-21-026
Steves Garden Care	Contract for Outdoor Maintenance.	£ 1,734.00	£ -	£ 1,734.00	11-21-027
Stokesmorgan Planning	PCC Project: Planning Work.	£ 525.50	£ 93.50	£ 619.00	11-21-028
The Bush Consultancy	NSP Pavilion: Architect Services.	£ 4,000.00	£ 800.00	£ 4,800.00	11-21-029
Thomas Fattorini	Mayoral Chain Links and Engraving.	£ 400.88	£ 80.17	£ 481.05	11-21-030
Watt Design	PCC Project: M+E Work.	£ 1,170.00	£ 234.00	£ 1,404.00	11-21-031
West Country Plumbing and Heating	Circular Fittings at PSSC Changing Rooms.	£ 53.50	£ 10.70	£ 64.20	11-21-032
Willbox	Shower Block Hire.	£ 407.13	£ 81.43	£ 488.56	11-21-033
South Gloucestershire Council	Removal of railway sign outside of Spar.	£ 191.23	£ 38.25	£ 229.48	11-21-034
South Gloucestershire Council	Pedestrian Sweeper Works.	£ 580.00	£ 116.00	£ 696.00	11-21-035
Shine	Cleaning Services - November.	£ 193.52	£ 38.70	£ 232.22	11-21-036
Royds Worthy King	Payment on Account - Professional Services.	£ 16,800.00	£ -	£ 16,800.00	11-21-037
Solum Surveying LTD	NSP Pavilion: CCTV Survey and MH Plotting.	£ 550.00	£ 110.00	£ 660.00	11-21-038
QED Engineering LTD	NSP Pavilion: M&E Design Tender Package.	£ 3,925.00	£ 785.00	£ 4,710.00	11-21-039
Prostructures	NSP Pavilion: Structural Engineering Services.	£ 3,870.00	£ 774.00	£ 4,644.00	11-21-040
DCK Accountancy	Budget Setting Works.	£ 396.00	£ 79.20	£ 475.20	11-21-041
	Total for November 2021	£ 94,912.13	£ 15,103.22	£ 110,015.35	

g) To consider making a donation to the Royal British Legion - The Poppy Appeal.

RESOLVED: It was unanimously agreed to make a donation of £1000. Cllrs S Shambhu, J Buddharaju, B Hopkinson and S Scott would make a donation of £250 each from their MAF monies.

16/11/2021 - No 10 The consider the following planning applications:

- a) **P21/06670/F - Demolition of existing garage. Erection of rear single storey extension to form annexe ancillary to main dwelling house and to include storage area. - 23 Ashford Road Patchway South Gloucestershire BS34 5DX.**
- b) **P21/06978/F - Demolition of existing garage and pavilion, and erection of a new single-storey pavilion building with associated landscaping (resubmission of planning permission P20/20116/F) - Norman Scott Park Pavilion Coniston Road Patchway South Gloucestershire BS34 5JR.**

RESOLVED: It was unanimously agreed to raise no objections to these applications.



16/11/2021 - No 13 12. To consider the recommendation from the Personnel Committee held on 13th October 2021, that Patchway Town Council adopts the following unchanged policies.

- a) Redundancy Policy.
- b) Communications for Employees Policy.
- c) Time Off in Lieu Policy.
- d) Absence Management Policy.
- e) Use of Council Equipment Policy.
- f) Home Working Policy.
- g) Bereavement Leave Allowance.
- h) Lone Working and Staff Safeguarding.
- i) Whistleblowing Policy.
- j) Member/Officer Protocol.
- k) Code of Conduct for Employees.
- l) PPE Policy.
- m) COSHH Policy.
- n) Manual Handling Policy.
- o) Fire Policy.
- p) Health and Safety Policy.
- q) Stress Policy.
- r) Bullying and Harassment Policy.

RESOVLED: It was unanimously agreed to approve all of the policies.

16/11/2021 – No 13 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2021/2022.

- a) **Community Engagement.**

No progress had been made since the previous meeting.

	Community Engagement
Timescale for Implementation	Full Council
2021/2022	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Quarterly Newsletter
	Flyers and Leaflets.

16/11/2021 - No 14 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 Cllr S Scott on the green infrastructure plan whereby £38,000 had been reinvested back into Patchway. Patchway Town Council would receive just over £12,000 for a project. Cllr Scott also stated there would be some funding for the Town Council to help them manage their green spaces. Cllr Scott also stated that the consultation on community train stations in the local area was now live.



Cllr J Buddharaju asked the Clerk to circulate that all four district Councillors have some remaining MAF monies available.

Cllr B Hopkinson stated that it was good that a lot of this funding was coming from South Gloucestershire to help improve our green areas.

Cllr S Shambu provided an update that traffic calming for Borkley Street now had approval. Cllr Shambhu also stated that streetlights in Long Leaze Road were going to be improved. The swing in Skinners Croft Park had now been fixed too.

The Clerk was asked to gather data from the traffic review in Patchway as well as requesting the data from the traffic count on Coniston Road currently.

b) 3G and Cricket Nets Report.

The Clerk provided an update. The Council were still awaiting the final account however the defects inspection had taken place and the area of concerns was within the tolerance.

c) Coniston Community Association.

No update.

d) Bromford Housing Association.

No update.

e) 'Wild Patchway' Photography Competition.

The Clerk provided an update. The summer round had now been awarded and it was agreed to look into placing the images in the library and on bus stops.

i. To approve the quotation from preferred supplier, The Design Print Distribution Group, for five hundred A3 calendars to be printed at the cost of £1050.

RESOLVED: It was agreed by a majority, with one abstention, to approve the quotation and to give out the calendars for free.

f) Youth Work Working Party.

The Clerk provided an update. A meeting was held with Sharon Adams of South Gloucestershire Council and it was an incredibly positive meeting. The next stage would be to discuss the short-term plan and long-term strategic plan for youth work in Patchway with the current provider.

g) Patchway Remembrance Service.

The Clerk provided an update. The service will be at 11am in Norman Scott Park on Sunday 21st November.

h) Queen Elizabeth's Platinum Jubilee 2022.

The Clerk provided an update. The plans were in full swing. A stage had been sourced for the weekend. The working group would like a community artist to go into the schools and create a different piece of artwork for each decade of the Queen's reign and for these to be paraded around Scott Park on the Saturday event. It was agreed that the Scott Park car park would be for stallholders instead of the grass area.

i) Patchway Twinning Association.

Cllr E Martin provided an update. The planning for the exchanges in 2022 were well underway and details were now being compiled. The Council learned of the delegation



coming to Patchway and the welcome that would be provided at Callicroft House. The Council noted that Twinning gifts would need to be purchased for both twin towns and this should be allowed for within the budget.

j) Almondsbury Joint Burial Committee.

No update was given.

k) Christmas Gift Working Party.

The Clerk provided an update. The campaign had started to create one hundred parcels full of Christmas foods to give out to those who need it. This would be working with the local schools, churches and community organisations. There will also be some toy packages for families too.

RESOLVED: It was unanimously agreed to vire £3000 from the grants budget heading to assist with this project. The Clerk would also ask the four District Councillors for some MAF monies.

Cllr J Buddharaju left the meeting at 20:51.

16/11/2021 - No 15 To note that the next meeting will be held on Tuesday 21st December 2021 at 7pm.

Noted.

16/11/2021 - No 16 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.

16/11/2021 - No 17 To consider any updates and recommendations from the Personnel Committee held on Wednesday 10th November 2021, as per the recommendation report.

- a) To approve the recommendation that Patchway Town Council alters the role of Assistant Town Clerk/Facilities Manager to the role of 'Assistant Town Clerk', with salary negotiable (within the pay scale) on qualifications and experience.**
- b) To approve the recommendation that Patchway Town Council delegates authority to the Personnel Committee to formally appoint the 'Office Administrator'.**
- c) To approve the recommendation that Patchway Town Council appoints Stephen Ellis as Lead Grounds Person.**
- d) To approve the recommendation that Patchway Town Council delegates authority to the Personnel Committee to formally interview and appoint a candidate for the role 'Deputy Lead Grounds Person' (within the current pay scale for a Grounds Person).**
- e) To approve the recommendation that Patchway Town Council awards staff a Christmas bonus, as a one off payment.**

RESOLVED: It was unanimously agreed to approve all the recommendations.

- f) To approve the recommendation that Patchway Town Council employs a relief cleaner.**



RESOLVED: It was unanimously agreed to increase the hours, when needed, of the cleaning contractor rather than employing a relief cleaner.

16/11/2021 - No 18 To review the combination of the Town Clerk and Responsible Finance Officer Role as agreed at the meeting of Patchway Town Council on 31st August 2021, now that the Finance Committee and Personnel Committee have reviewed this.

RESOLVED: It was unanimously agreed to combine the roles but to review the situation every six months.

16/11/2021 - No 19 To receive an update on the below projects:

a) Patchway Community Centre Redevelopment Project.

b) Norman Scott Park Pavilion Project.

The Councillors noted the reports from the Project Manager. The Clerk advised the Council on the projects and this advice was noted.

c) Patchway Sports and Social Club Changing Rooms.

The Clerk provided an update. A fire risk assessment had been carried out in the building that the Council had paid for. The Clerk would go through this report.

RESOLVED: It was agreed by a majority, with three abstentions, to obtain a costing for a feasibility study and a business plan to be created for the future of the building. It was further resolved unanimously, to chase for bank statements and financial information from the club.

The meeting was closed at 21:29.

A handwritten signature in black ink, appearing to be 'A. Balle', with a horizontal line extending to the right.