

PATCHWAY TOWN COUNCIL

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

Councillors:	D Lawrence (Chairman), S Scott, E Gordon, T Scott, J Butler, R Loveridge, R Walker, I Walker, P Cottrell, E Martin, P Knight, K Dando, B Hopkinson and S Shambhu.
In attendance:	J Turner (Town Clerk and RFO) and Debbie Teml (FACE)
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.

19/07/2022 - No 1 To receive a presentation from FACE regarding Youth Work in Patchway.

The Chairman welcomed Debbie Teml from FACE. Debbie started the presentation with a background to the organisation and why they were set up. The Council noted that FACE aim to integrate youth work within their communities between children, youth and adults. The Council noted that FACE had been brought in to Patchway as Southern Brooks had given up the youth work provision contract and since June have been working in tandem with a handover. The Council noted that the provider is funded for five days a week however there are limitations within the current youth centre over times where it can be used for youth work. FACE's aim is to focus on children aged 12 upwards and the funding is provided for this purpose. FACE have planned some trips to the summer, to Thorpe Park and The Wave and will be looking into doing more as the youth work progresses in Patchway. The Council noted that there is an issue with recruitment and getting the right youth workers in, but nevertheless the provision would improve in Patchway. FACE are very keen to work with Patchway Town Council to improve the youth work provision.

Councillors asked questions of Debbie regarding work with autistic, disabled and other needs as well as a question over the actual youth centre building and mental health provision for young people. The Chairman thanked Debbie for attending and she left the meeting.

19/07/2022 - No 2 To receive questions from members of the public present.

None received.

19/07/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllr J Buddharaju (Away).

19/07/2022 - No 4 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.

Cllr R Loveridge declared his interest in item 16 B ii and requested a dispensation. The Council noted that Cllr R Loveridge was elected as the Chairman to Patchway and Charlton Hayes Community Sports Association.



RESOLVED: It was unanimously agreed to grant Cllr R Loveridge a dispensation for this item.

19/07/2022 - No 5 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 21st June 2022 and to receive the Clerk/RFO's report for this committee meeting.

RESOLVED: It was agreed by a majority, with two abstentions, to approve the minutes as a true and accurate record with the amendment to remove the word 'Annual' from the title of the minutes. The action report was noted.

19/07/2022 - No 6 To note the minutes of the Finance Committee held on Tuesday 12th July 2022.

The minutes were noted.

19/07/2022 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 12th July 2022 and to approve the following recommendation:

- a) **To approve the recommendation that Patchway Town Council purchases the Christmas Lights outright for 40 units and authority is delegated to the Parks, Open Spaces, Planning and Transport Committee to choose designs.**

RESOLVED: It was agreed by a majority, with one abstention, to approve the recommendation with the amendment that the designs come back to the next Full Council meeting. The minutes were noted.

19/07/2022 – No 8 Council Finance.

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

As of 19th July 2022, the position was as below.

Current Account: £1000

Reserve Account: £188,939.49

CCLA Public Sector Deposit Fund: £460,740.57

Cambridge and Counties: £25,886.32

- b) **To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for June 2022.**

The reports were noted.

To approve the expenditure report and authorise payments.

- c) **RESOLVED:** It was unanimously agreed to approve the expenditure report and authorise payments as below:



18/10/2022

Payments for July 2022						
Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref	
AJ Mowers	Hire of Toro Mower - 2 Weeks.	£ 650.00	£ 130.00	£ 780.00	07-22-001	
Avon Local Council's Association	VAT Training for Clerk.	£ 30.00	£ -	£ 30.00	07-22-002	
Bowcom	Line Marker.	£ 210.00	£ 42.00	£ 252.00	07-22-003	
Blakeney Road Allotments	Electric Recharge.	£ 207.65	£ 10.38	£ 218.03	07-22-004	
Bradley Stoke YFC	Hire Fee Refund.	£ 30.00	£ -	£ 30.00	07-22-005	
Brosch	Black Refuse Sacks.	£ 139.00	£ 27.80	£ 166.80	07-22-006	
Coniston Community Association	Jubilee Event - Refreshment Refund.	£ 16.09	£ -	£ 16.09	07-22-007	
Gary Millard	Twinning Photography and Logo re-make.	£ 97.13	£ -	£ 97.13	07-22-008	
GB Sports and Leisure	Finger Plate for Zip Wire.	£ 36.00	£ 7.20	£ 43.20	07-22-009	
Gordon Playground Inspections	Operational Inspections - May 2022.	£ 540.00	£ 108.00	£ 648.00	07-22-010	
Insight Security	3G Roller Barrier.	£ 11,049.32	£ 2,209.86	£ 13,259.18	07-22-011	
Lister Wilder	Hire of Mower - Two Weeks.	£ 665.00	£ 133.00	£ 798.00	07-22-012	
Melhuish and Saunders	NSP Pavilion - Valuation 4.	£ 80,656.55	£ 16,131.31	£ 96,787.86	07-22-013	
Melrose Associates	NSP Pavilion - Contract Administration.	£ 2,590.00	£ -	£ 2,590.00	07-22-014	
Mini Concerts	Jubilee Event - Solo Singer.	£ 149.00	£ -	£ 149.00	07-22-015	
Murray Hire Centre	Stihl Strimmer.	£ 383.33	£ 76.67	£ 460.00	07-22-016	
Prolific Solutions	Printing Costs - June 2022.	£ 131.57	£ 26.31	£ 157.88	07-22-017	
Pro Structures	NSP Pavilion - Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	07-22-018	
Pro Structures	NSP Pavilion - Structural Engineer.	£ 450.00	£ 90.00	£ 540.00	07-22-019	
PSS LTD	Play Area Training and Exam.	£ 910.00	£ 160.00	£ 1,070.00	07-22-020	
Raycox Turf LTD	Topsoil and Turf.	£ 160.80	£ 32.16	£ 192.96	07-22-021	
Select Security Solutions	Call out X3.	£ 192.00	£ 38.40	£ 230.40	07-22-022	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-023	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-024	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-025	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-026	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-027	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-028	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-029	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-030	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-031	
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	07-22-032	
South Gloucestershire Council	Casson Centre Rates 22/23.	£ 1,521.95	£ -	£ 1,521.95	07-22-033	
The Bush Consultancy	NSP Pavilion - Architect.	£ 1,675.00	£ 335.00	£ 2,010.00	07-22-034	
Thornbury Autocentre	Service on Truck.	£ 494.76	£ 98.96	£ 593.72	07-22-035	
Win Williams	Reimbursement for Jubilee Bunting.	£ 30.00	£ -	£ 30.00	07-22-036	
Wybone	Dog Waste Bags.	£ 53.49	£ 10.70	£ 64.19	07-22-037	
Zurich Municipal	Main Insurance Policy 2022/23.	£ 7,105.83	£ -	£ 7,105.83	07-22-038	
Zurich Municipal	Insurance Policy - Hire Cover (1 Year).	£ 96.77	£ -	£ 96.77	07-22-039	
Total for July 2022		£112,656.44	£20,144.75	£132,801.19		

19/07/2022 - No 9 To consider the cost analysis for the Pedestrian Pavement Sweeper.

RESOLVED: It was agreed by a majority with 1 against and 3 abstentions to approve the recommendation that Patchway Town Council employs a Full Time Environmental Operative to operate this machine as well as purchasing a machine for the cost of £2910.95 from Brafords Building.

19/07/2022 - No 10 To consider the quotations for the replacement of outdoor machinery.

RESOLVED: It was agreed by a majority with four abstentions to refer this item to the Parks, Open Spaces, Planning and Transport Committee. The Council noted that the Ground Staff would be invited to attend this meeting.

Cllr J Butler left the meeting at 19:57.

19/07/2022 - No 11 To consider the quotations for the provision of Internal Audit services.

Cllr S Scott declared his interest and requested a dispensation to speak on this item.

RESOLVED: It was unanimously agreed to grant Cllr S Scott a dispensation.

The Clerk provided the Council with two quotations for this item. The Council noted the positive working relationship that the Council had with Auditing Solutions and the previous issues raised with the South Gloucestershire Audit service.

RESOLVED: It was unanimously agreed by a majority with 1 against and 2 abstentions to approve the quote from Auditing Solutions LTD.

19/07/2022 – No 12 To consider the motion to reduce the authority to spend of the Parks, Open Spaces, Planning and Transport Committee from £10,000 to £2,000.

RESOLVED: It was unanimously agreed to reduce the authority to spend.

19/07/2022 – No 13 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on 'Creating a new Parish Council for Charlton Hayes'.



RESOLVED: It was unanimously agreed to not respond as the Council were happy for the proposals to go ahead.

19/07/2022 – No 14 To consider any planning applications received (click on the link to view the application).

- a) **P22/03120/HH - Erection of a single storey side extension to form additional living accommodation. - 77 Durban Road Patchway South Gloucestershire BS34 5HG.**

RESOLVED: It was unanimously agreed to raise no objections to this application.

19/07/2022 – No 15 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.

- a) **Community Engagement.**

The Council noted that the live streaming of meetings will be in place by October’s meetings. 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.

19/07/2022 - 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 a report from Cllr S Scott regarding the withdrawal of the WECA Spatial Development Strategy which will give Local Council’s more say on how housing in their area is implemented.

The Council noted a report from Cllr B Hopkinson on the need for an extra doctor surgery within Patchway.

The Council noted a report from Cllr S Shambhu on the meeting with the WECA Mayor, the Bus Gate on Charlton Boulevard and resurfacing on Callicroft Road and Fir Tree Close.

Cllr E Gordon left the meeting at 20:11

- b) **Norman Scott Park Pavilion Redevelopment.**

The Council noted an update. The project was approximately two weeks behind schedule but no formal claim for time has come in. The internal fit out is going well. Expected completion date is now second week in October and discussions will be had over a partial handover.



18/10/2022

- i. **To consider the tender documents received for the operation of the café at Norman Scott Park.**

RESOLVED: It was unanimously agreed to move this item into a closed session.

- ii. **To consider the formal opening of all new facilities at Norman Scott Park.**

The Council noted that the Patchway and Charlton Hayes Community Sports Association had requested to formally open the 3G and Cricket Nets in September 2022 with special guests from football and cricket in attendance. It was hoped that there would be a family fun day.

RESOLVED: It was unanimously agreed to open the facilities in the afternoon on 3rd or 10th September 2022. It was further resolved unanimously to open the Pavilion with the Mayor of Patchway in April 2022.

- c) **The Casson Centre refurbishment project.**

The Council noted that a meeting will be held on 20th July 2022 to discuss starting the project.

- d) **Coniston Community Association.**

No update was given.

- e) **Youth Work in Patchway.**

The Council noted that they had been awarded £1350 from the Early Years Help and Support Network to provide sports workshops in the October half term. It was agreed to focus on the younger children in Patchway as FACE have been funded to target the older young people.

The Council raised concerns that FACE cannot use the Youth Centre when they would like to due to other bookings.

RESOLVED: It was unanimously agreed to offer FACE, The Casson Centre to use as base.

Cllr S Shambhu left the meeting at 20:39.

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

The Council noted the draft document which had been circulated. In the document it contained ideas around the family fun day as well as extra activities. The Council agreed to create a history of Patchway webpage in which the first ever Council of Patchway will be on there. The Council noted that the event would cost around £20,000 to run.

RESOLVED: It was unanimously agreed to budget for the event and to charge £2 entry to the event, however all children under 16 will go free with a paying adult.

- g) **Future Council Events in Patchway.**

The Council noted that the Clerk had received requests from residents to hold a Firework Event after the display on the Jubilee Weekend. The Council noted that this could be funded from Earmarked Reserves.

RESOLVED: It was unanimously agreed to hold an event on 5th November 2022 and to delegate authority to spend to the Clerk up to the amount of £8000 for this event.

Cllrs I Walker and D Lawrence have looked into running a Christmas market along with a light switch on. The Council noted that Holy Family Church could be a possible location and the Clerk would look into road closures for this event.

RESOLVED: It was unanimously agreed to set up this Christmas event.



18/10/2022

h) Patchway Twinning Association.

The Clerk provided an update. The Twinning pen pal scheme had been well received by Patchway residents and the Clerk is awaiting information from both Twin Towns over possible pen pals.

The visit to Gauting will be going ahead in the last week of October and the Clerk will circulate all details via email to members.

i) Almondsbury Joint Burial Committee.

No update was given.

j) Residents Association of Charlton Hayes.

Cllr P Knight provided an update. The mural was going to be hung very soon for all to see.

k) Patchway Minibus.

Cllr P Knight provided an update. Cllr P Knight was withdrawing his proposal from the June meeting and will now work with the committee to ensure the administrative side is in order to be able to advertise for a new committee.

l) Patchway Partnership Meeting.

The minutes were noted.

m) Mayoral Charity.

i. To elect a Mayoral Charity for the 2022/2023 Civic Year.

Cllr D Lawrence proposed the Second Patchway Scout Group and The Link Club.

RESOLVED: It was agreed by a majority to elect these charities for the Civic Year.

19/07/2022 - No 17 To note that the date of the next meeting will be held on Tuesday 20th September at 7pm.

Due to August recess, the Chairman proposed bringing the meeting dates forward by a week.

RESOLVED: It was unanimously agreed to hold the Finance Committee and Parks, Open Spaces, Planning and Transport Committee on 6th September with Full Council on 13th September.

19/07/2022 - No 18 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.

19/07/2022 - No 16 b) i. To consider the tender documents received for the operation of the café at Norman Scott Park.

The Council considered the document and were happy with the contents.

RESOLVED: It was agreed by a majority with one abstention to award the contractor 'Preferred Contractor' status and to invite the contractor into the September meeting for a question and answer session. The Council noted that the Chairman and the Clerk would meet with the contractor to discuss their queries. It was further resolved unanimously to approve a budget of £2500 to enable a contract to be drafted by the Council's solicitor.

The meeting was closed at 21:19.



18/10/2022