

## PATCHWAY TOWN COUNCIL

### Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 10<sup>th</sup> May 2022 at 19:00 at Callicroft House, Patchway.

**Councillors:** J Butler (as the outgoing Chairman), D Lawrence (as the new Chairman), E Gordon, T Scott, S Scott, S Shambhu, R Loveridge, R Walker, I Walker, P Cottrell, E Martin, P Knight, K Dando, B Hopkinson (19:02) and J Buddharaju (19:10).

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

**Absent:** None.

**Members of the Public:** One.

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's protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

#### **10/05/2022 - No 1 To elect a Chairman to Patchway Town Council for the Ensuing Year and to receive the Chairman's declaration of acceptance of office.**

Councillors proposed Cllr J Butler and Cllr D Lawrence to fulfil the role of Chairman/Mayor for the ensuing year.

**RESOLVED:** It was agreed by a majority, with 8 votes in favour, to elect Cllr D Lawrence as Chairman to Patchway Town Council for the ensuing year. Cllr J Butler had 6 votes in favour.

Upon being elected, Cllr D Lawrence signed the Chairman's declaration of acceptance of office and this was duly signed by the Town Clerk.

Cllr D Lawrence assumed the Chair for the meeting.

#### **10/05/2022 - No 2 To elect a Vice-Chairman to Patchway Town Council for the Ensuing Year.**

Councillors proposed Cllr J Butler and Cllr S Scott to fulfil the role of Vice-Chairman for the ensuing year.

**RESOLVED:** It was agreed by a majority, with 8 votes in favour, to elect Cllr S Scott as Chairman to Patchway Town Council for the ensuing year. Cllr J Butler had 6 votes in favour.

#### **10/05/2022 - No 3 To receive questions from members of the public present.**

None received.

#### **10/05/2022 - No 4 To receive any apologies for absence.**

None received.

#### **10/05/2022 - No 5 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 S Scott declared his interest items 13a, 13b and 14.



**21/06/2022**

**10/05/2022 - No 6 To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to grant Cllr S Scott a dispensation to stay in the room on items 13a, 13b and 14.

**10/05/2022 - No 7 To approve the minutes of the Patchway Town Council meeting held on Tuesday 26th April 2022 and to note any issues.**

**a) To receive the Clerk/RFO's report for this committee meeting.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the minutes as a true and accurate record. The action report was noted. Cllr P Knight stated that the meeting with Patchway Minibus would be held on 12<sup>th</sup> May.

**10/05/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Wednesday 27th April 2022.**

The minutes were noted. Cllr R Walker raised a query on the granting permission for the BMX Club to use the Tumps for car parking. The Clerk responded by stating as the Club hadn't sent through a marshal/car park plan, that no permission has been granted and this would need to come back to Full Council for a decision should one be provided.

**10/05/2022 - No 9 To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from June 2022.**

**a) To elect members of the Council to the Finance Committee (7) and to meet on the 2nd Tuesday of the month at 7pm (excluding August).**

**RESOLVED:** It was agreed by a majority with one abstention to elect Cllrs D Lawrence, K Dando, S Scott, B Hopkinson, I Walker, R Walker and E Gordon to the Finance Committee and it was further agreed by a majority with one abstention to meet on the 2<sup>nd</sup> Tuesday of the month at 7pm (excluding August).

**b) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee (7) and to meet on the 2nd Tuesday of the month at 8pm (excluding August).**

**RESOLVED:** It was agreed by a majority with one abstention to elect Cllrs D Lawrence, R Loveridge, E Martin, K Dando, B Hopkinson, P Knight and E Gordon to the Parks, Open Spaces, Planning and Transport Committee and it was further agreed by a majority with one abstention to meet on the 2<sup>nd</sup> Tuesday of the month at 8pm (excluding August).

**c) To elect members of the Council to the Personnel Committee (4) and to meet as and when required.**

It was proposed that Cllrs R Walker, I Walker, P Cottrell, B Hopkinson, K Dando and E Gordon join the Personnel Committee. The Clerk stated that the Terms of Reference of the Personnel Committee only permitted 4 Councillors to sit on the committee and that some members would need to either withdraw or the Council would need to vote on the appointments as under Standing Order 8a. Cllr E Gordon withdrew.

Under Standing Order 8a, the Council voted on each appointment to form the Personnel Committee.

Cllr R Walker had 9 votes in favour, 4 abstentions and 1 against.

Cllr I Walker had 9 votes in favour with 5 abstentions.

Cllr P Cottrell had 8 votes in favour, 3 abstentions and 3 against.

Cllr K Dando had 8 votes in favour, 5 abstentions and 1 against.

Cllr B Hopkinson had 6 votes in favour, 1 abstention and 7 against.

Therefore under Standing Order 8a, Cllr B Hopkinson was struck off as he didn't receive an absolute majority of votes.



**RESOLVED:** It was agreed by a majority with one abstention and two against to elect Cllrs R Walker, I Walker, P Cottrell and K Dando to the Personnel Committee to meet as and when required.

**10/05/2022 – No 10. To appoint council representatives for the following organisations or internal roles.**

**a) Almondsbury Joint Burial Committee (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs E Martin, K Dando, P Cottrell and B Hopkinson to serve as the Council representatives.

**b) Avon Local Councils Association (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs E Gordon and R Walker to serve as the Council representatives.

**c) Bromford Housing Representative (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr I Walker to serve as the Council representative.

**d) Charlton Hayes Steering Group (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr J Buddharaju to serve as the Council representative.

**e) Coniston Community Association (1)**

No Councillors were appointed to represent the Council.

**f) Community Engagement Forum (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs S Shambhu and P Knight to serve as the Council representatives.

**g) Newnham Place Redevelopment Working Party (3)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs E Gordon, R Loveridge and S Scott to serve as the Council representatives.

**h) Norman Scott Park Pavilion Project Group (3)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs R Loveridge, D Lawrence and R Walker to serve as the Council representatives.

**i) Patchway 70th Anniversary Project Group (4)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs T Scott and D Lawrence to serve as the Council representatives.

**j) Patchway Community Association (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs K Dando and P Cottrell to serve as the Council representatives.

**k) Patchway and Charlton Hayes Community Sports Association (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs R Loveridge to serve as the Council representative.

**l) Patchway, Filton & The Stokes Volunteer Centre (1)**



**21/06/2022**

**RESOLVED:** It was unanimously agreed to appoint Cllr E Gordon to serve as the Council representative.

**m) Patchway Partnership Meeting (Formerly PN Group) (1)**

**RESOLVED:** It was unanimously agreed to appoint Cllr P Knight to serve as the Council representative.

**n) Patchway Twinning Association (2)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs E Martin and E Gordon to serve as the Council representatives.

**o) The Grants Working Party (6)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs R Loveridge, K Dando, S Scott, I Walker, J Buddharaju and P Cottrell to serve as the Council representatives.

**p) Youth Work Working Party (5)**

**RESOLVED:** It was unanimously agreed to appoint Cllrs R Loveridge and B Hopkinson as the Council representatives.

**10/05/2022 - No 11. To consider the re-adoption of the following unchanged policies and strategies:**

- a) Standing Orders
- b) Financial Regulations
- c) Reserves Policy
- d) Grant Awarding Policy
- e) Councillor Code of Conduct for Members
- f) Risk Management Policy
- g) Publication Scheme
- h) Media and Publicity Policy
- i) Investment Strategy
- j) Equality and Diversity Policy
- k) Use of Trade Card Policy
- l) Use of Fuel Card Policy
- m) Social Media Policy
- n) Payment and Receipts Policy
- o) Freedom of Information Policy
- p) Recording of Meetings Protocol
- q) Community Award Protocol
- r) CCTV Policy
- s) Modern Slavery Charter
- t) Communications Policy
- u) Complaints Policy
- v) Volunteering Policy
- w) Mayoral Charity Policy.
- x) Play Area Inspection Policy.
- y) Business Continuity and Disaster Recovery Policy.
- z) Document Management and Archive Policy.
- aa) Management of Contractors Policy.
- bb) Debit Card Policy.
- cc) Honorary Freeman Procedure.

**RESOLVED:** It was unanimously agreed to adopt all of the policies above.



**21/06/2022**

**10/05/2022 - No 12 To approve the annual statement of accounts for the financial year ending 31st March 2022.**

It was agreed by a majority with one abstention to approve the annual statement of accounts for the financial year ending 31<sup>st</sup> March 2022.

**10/05/2022 - No 13 To confirm insurance arrangements for the 2022/2023 Financial Year:**

- a) Main Insurance Policy.
- b) Fleet Insurance Policy.

The Clerk confirmed that the Council are still within their three year long term agreement with Zurich Municipal, with cover as per the insurance schedules.

**10/05/2022 – No 14 To carry out the Annual Review of Patchway Town Council’s Preferred Suppliers List.**

**RESOLVED:** It was unanimously agreed by a majority with three abstentions to approve the list. The Clerk will remove the contractor who is named twice in the list.

**10/05/2022– No 15 To carry out the Annual Review of Patchway Town Council’s Fixed Asset Register.**

**RESOLVED:** It was agreed by a majority with one abstention to have Patchway Community Centre revalued at the current rates for insurance purposes. This would be brought back to the Council meeting in June.

**10/05/2022 – No 16 To elect a Councillor to carry out the quarterly internal controls check.**

**RESOLVED:** It was unanimously agreed to elect Cllr T Scott to fulfil this role.

**10/05/2022 – No 17 To approve the expenditure report and authorise payments.**

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of 2 X Drying Rooms.	£ 283.34	£ 56.67	£ 340.01	05-22-001
Gordon Playground Inspections	Operational Inspections - April 2022.	£ 360.00	£ 72.00	£ 432.00	05-22-002
KT Properties LTD	Installation of benches at Blakeney Road Playing Field.	£ 1,433.00	£ 286.60	£ 1,719.60	05-22-003
Melrose Associates	3G and Cricket Nets Project: Final Administration Invoice.	£ 1,600.00	£ -	£ 1,600.00	05-22-004
Royds Withy King	PCC Project: Legal Advice.	£ 868.00	£ 173.60	£ 1,041.60	05-22-005
South Gloucestershire Council	NSP Pavilion: Building Control fee.	£ 1,334.73	£ 266.95	£ 1,601.68	05-22-006
South Gloucestershire Council	Hire of Flail.	£ 1,311.84	£ 262.37	£ 1,574.21	05-22-007
South Gloucestershire Council	Rent of Land at Coniston Primary School.	£ 50.00	£ -	£ 50.00	05-22-008
South West Councils	2022-2023 Subscription.	£ 465.00	£ 93.00	£ 558.00	05-22-009
Stokesmorgan Planning	NSP Pavilion: Planning Work.	£ 330.00	£ 66.00	£ 396.00	05-22-010
West Country Plumbing and Heating	Install tap at Cricket Shed.	£ 163.60	£ 32.72	£ 196.32	05-22-011
Melhuish and Saunders	NSP Pavilion Project: Valuation 2.	£ 92,364.59	£ 18,472.92	£ 110,837.51	05-22-012
National Security Group	Scott Park Gate Locking - February to April.	£ 555.00	£ 111.00	£ 666.00	05-22-013
Prolific Solutions	Printing Costs - April 2022.	£ 185.88	£ 37.18	£ 223.06	05-22-014
PR Production Services	Jubilee Event Stage and Technician.	£ 1,162.00	£ -	£ 1,162.00	05-22-015
Signature Sports Coaching	8 Sports Sessions during Easter Holidays.	£ 560.00	£ 112.00	£ 672.00	05-22-016
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	05-22-017
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	05-22-018
The Bush Consultancy	NSP Pavilion Project: Architectural Services.	£ 1,675.00	£ 335.00	£ 2,010.00	05-22-019
Willbox	Hire of Shower Unit.	£ 131.29	£ 26.26	£ 157.55	05-22-020
	<b>Total for May 2022</b>	<b>£105,220.31</b>	<b>£20,481.67</b>	<b>£125,701.98</b>	

**10/05/2022 – No 18. To consider Patchway Town Council’s 2022 Annual Report and agree to publish the report.**

**RESOLVED:** It was unanimously agreed to mark which meeting’s were an ‘Extraordinary’ meeting on the attendance chart. It was further resolved unanimously to defer this to the next meeting for the percentages on the attendance chart to be revised.

10/05/2022 – No 19 To consider any planning applications received (click on the agenda item to view).

- a) [P22/02431/F - Erection of film-making set, catering marquee and other associated works to facilitate a change of use and film production set. Temporary \(until 1st May 2023\). - Building And Land at Highwood Road Patchway South Gloucestershire BS34 5DJ.](#)
- b) [P22/02489/F - Demolition of an existing building. Erection of 1 no. new unit for flexible uses within Commercial/Business \( Class E\(g\)\(iii\)\) and/or General Industry \(Class B2\) and/or Storage and Distribution \(Class B8\) with ancillary offices and associated works including service yard, parking, staff amenity area and landscaping works. - Britannia House Britannia Road Patchway South Gloucestershire BS34 5TA.](#)

**RESOLVED:** It was unanimously agreed to raise no objections to both of the applications.

10/05/2022 – No 20 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.

a) **Community Engagement.**

The Clerk asked the Council whether they would be happy in principle for the Community Development worker in Patchway to go out and ask residents if they would like to deliver the newsletter to their own streets. This agreement would be subject to a financial review by the Council.

**RESOLVED:** It was unanimously agreed to support this idea in principle.

- i. **To consider having a stall at Patchway Community Fair on Friday 17th June from 3pm to 5pm and what content may be shared at the fair.**

**RESOLVED:** It was unanimously agreed for the Clerk to circulate this to members by email to allow members to see if they are available.

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.

10/05/2022 - No 21 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 WECA consultation which had been circulated by the Clerk. Cllr S Scott encouraged all members to respond.

The Council noted a report from Cllr S Shambhu about the jubilee celebrations, visit from the WECA Mayor and the bin collections in Charlton Hayes.

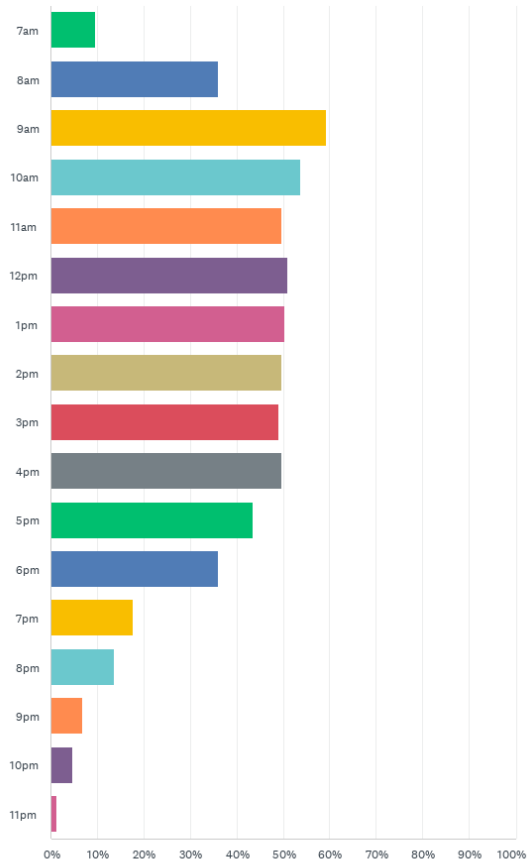
**b) Norman Scott Park Pavilion Redevelopment.**

The Council noted an update. The project was running on time and within budget.

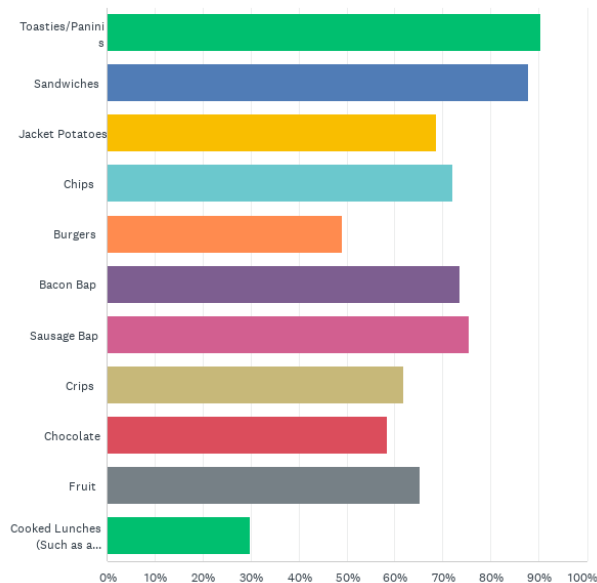
**i. To consider the results of the public consultation survey on the new café at Norman Scott Park.**

The Clerk talked the Councillors through the survey results. There were 148 responses and these can be seen below. The Clerk stated that the results would form part of the next Council meeting to discuss the finer details of the café.

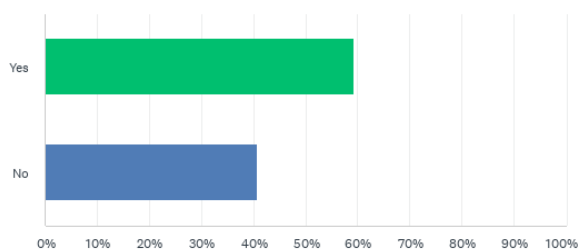
Q1 What times do you think the cafe should be open for? - Please choose all that apply.



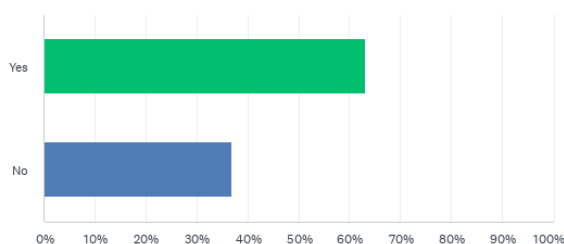
Q2 What sort of food do you wish to see at the new cafe?



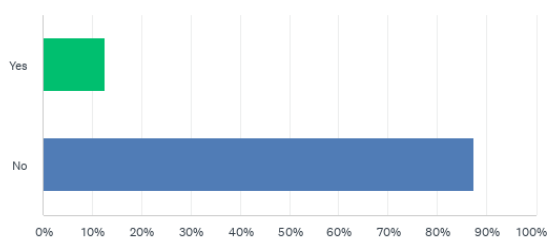
Q3 Would you attend an themed event night at the cafe?



Q4 Would you hold a function or event in the new cafe?



Q5 Would you be interested in volunteering at the new cafe?



ii. **To consider the 'Financing the Pavilion' document.**

The Council considered the document put together by the Town Clerk.

**RESOLVED:** It was agreed by a majority with one against to approve the following recommendations:

- Patchway Town Council moves £25,000 from General Reserves to NSP Pavilion EMR.
- Patchway Town Council moves £25,000 from Loans for Projects EMR to NSP Pavilion EMR.
- Patchway Town Council moves £10,000 from Casson Centre EMR to NSP Pavilion EMR.
- Patchway Town Council moves £3,400 from 3G EMR to NSP Pavilion EMR.
- Patchway Town Council moves £200,000 from Major Projects to NSP Pavilion EMR (£50,000 already agreed, so extra £150,000)
- Patchway Town Council moves £30,000 from New Projects EMR to NSP Pavilion EMR.
- Patchway Town Council earmarks the Community Infrastructure Levy of £13,383.70 for the NSP Pavilion.



It was noted that the PWLB Loan now needed would be reduced from £425,000 as previously agreed to £118,000 only. The Clerk would submit the application.

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

**i. To consider the quotations for the re-roofing of the Centre.**

**RESOLVED:** It was unanimously agreed to defer this item to gather more quotations.

**d) Coniston Community Association.**

No update was given.

**e) Youth Work Working Party.**

The Clerk provided an update. The current youth provider has found an organisation to deliver Youth Work and a meeting will be set up with them. The Clerk will contact Sharon Adams at South Gloucestershire Council regarding concerns over the lack of communications.

**f) Scott Park Sport Workshops**

The Clerk provided an update. The Sport Workshops were so successful in the Easter half term that a quotation has been gathered from Signature Sports Coaching to run two sessions a day at two hours a session between the 25<sup>th</sup> of July and 19<sup>th</sup> August 2022. The cost for this would be £3920.00.

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the quotation.

**g) Queen Elizabeth's Platinum Jubilee 2022.**

The Clerk provided an update. The Council still needed volunteers to assist with the music festival on Friday 3<sup>rd</sup> June. Cllrs P Knight, J Butler, D Lawrence, R Loveridge, S Scott, T Scott and K Dando all volunteered to help. It was agreed that extra marshals should be obtained to ensure the event runs smoothly.

**RESOLVED:** It was agreed by a majority with one abstention to delegate authority to the Clerk to incur expenditure of up to £1000 for this purpose.

**h) Patchway Twinning Association.**

The Clerk provided an update. The Clerk will circulate all dates and timings to all members via email.

**i) Almondsbury Joint Burial Committee.**

No update was given.

**j) Coniston Medical Practice.**

No update was given.

**k) Residents Association of Charlton Hayes.**

No update was given.

**l) Community Engagement Forum.**

The Council noted an update from Cllr B Hopkinson.

**m) Avon and Somerset Police – Community Payback.**

No update was given.

**n) Newnham Place Development Site.**

No update was given.



**21/06/2022**

**o) Patchway Minibus.**

No update was given.

**p) Bromford Housing Association – The Parade.**

The Clerk provided an update. The meeting had been arranged for 20<sup>th</sup> May at The Parade.

**10/05/2022 - No 22 To approve that Patchway Town Council meets at 7pm on the third Tuesday of each month (excluding August) up to and including May 2023.**

**RESOLVED:** It was unanimously agreed to approve that Patchway Town Council meets at 7pm on the third Tuesday of each month (excluding August) up to and including May 2023. The Council noted the next meeting date was 21<sup>st</sup> June at 7pm.

**10/05/2022 - No 23 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.

**10/05/2022 - No 24 To receive an update from the Clerk with regards to VAT in respect of the Norman Scott Park Pavilion Redevelopment Project.**

The Clerk provided an update.

**RESOLVED:** It was unanimously agreed to opt to tax Norman Scott Park Pavilion, Norman Scott Park, Patchway, Bristol, BS34 5JR from 31 May 2022 and that the Town Clerk and Responsible Financial Officer be authorised to undertake such actions as may be necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax.

The Council noted that they could indeed sublet parts of the building including the café if they so wish to.

**10/05/2022 - No 25 To carry out the six monthly review of the combination of the Town Clerk and Responsible Finance Officer Role.**

**RESOLVED:** It was agreed by a majority with one against and one abstention to review this periodically and to refer this item back to first meeting of the Personnel Committee for comment to be brought back to the next Full Council meeting. It was noted that the Council wishes for the roles to be separate in the future and has long term aspirations to develop a member of staff into the role of an RFO.

**10/05/2022 - No 26 To consider awarding a member of staff with a ‘Long Service Award’.**

**RESOLVED:** It was unanimously agreed to award J Aldhouse with an engraved Bristol Blue Glass plaque and certificate at the Annual Town Meeting on 23<sup>rd</sup> May at 6pm. It was agreed that all Councillors would contribute from their own money towards a leaving gift for J Aldhouse.

Cllr E Martin left the meeting at 20:33.

**10/05/2022 - No 27 To receive an update on the grading of the following staff roles:**

**a) Environmental Operative (part-time)**

**b) Deputy Town Clerk (full-time)**

**RESOLVED:** It was agreed by a majority with one against to put out the job advert for the vacancies. The Council noted that they could afford these roles within their five year budget plan.

Prior to the closing of the meeting, Cllr D Lawrence thanked Cllrs J Butler and R Loveridge for their hard work as Chairman and Vice-Chairman over the last year.

**The meeting was closed at 20:36.**



**21/06/2022**