

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 15th of March 2022 at 19:00 at Callicroft House, Patchway.

Councillors:	J Butler (Chairman), R Walker, I Walker, K Dando, P Cottrell, P Knight, S Shambhu, B Hopkinson, E Gordon, S Scott and T Scott.
In attendance:	J Turner (Town Clerk and RFO) and Mark Greveson (Bromford Housing Association.)
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' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

15/03/2022 - No 1 To receive a presentation from Bromford Housing Association regarding the future of The Parade.

The Chairman invited Mark Greveson to talk to the Council to discuss Bromford's plan for the future of The Parade. Mark confirmed that the issue of The Parade had reached the top directors of Bromford and that a working party had been formed to look at the future options for The Parade. Mark stated that there were three options that were being considered and each had been attributed their own cost. The time-scale for agreeing this was within 3 to 4 months for agreeance at Bromford. The Council expressed their discontent that they had not been involved yet and Mark would feed this back to Bromford. The Chair allowed each member to raise a question and Mark would take this back to the working group and feedback the Council's requests and thoughts. The Chairman invited Mark to provide an update at the April Council meeting. The Council thanked Mark and he left the meeting. **RESOLVED:** It was unanimously agreed for Patchway Town Council to have a simple survey on their website asking residents what they wanted to see at The Parade.

15/03/2022 - No 2 To receive questions from members of the public present.

A member of the public raised concerns over the installation of three lighting columns being installed on Ashford Road. The Clerk advised that the Council would consider this as it is on the agenda as a later item. The resident handed over a petition with 15 signatures on it, all opposing the lighting columns being installed.

15/03/2022 - No 3 To receive any apologies for absence.


The Council noted apologies from Cllrs R Loveridge (Isolating), J Buddharaju (Personal Reason), E Martin (Isolating) and D Lawrence (Away).

15/03/2022 - 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 K Dando and P Cottrell declared their interest in item 18.

15/03/2022 - No 5 To consider and approve any dispensations for this meeting.



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RESOLVED: It was agreed by a majority with two abstentions, to approve a dispensation for K Dando and P Cottrell for item 18.

15/03/2022 - No 6 To approve the minutes of the Patchway Town Council meeting held on 15th February 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.

15/03/2022 - No 7 To approve the minutes of the Patchway Town Council meeting held on 22nd February 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.

15/03/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd February 2022.

The minutes were noted.

15/03/2022 - No 9 Council Finance.

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

The Council noted the current positions as of 15th March 2022:

Current Account - £1000.00

Business Reserve - £67,549.53

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

The Council noted the current positions as of 1st March 2022:

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) **To note the Bank Reconciliation and Bank Statements for February**

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

The Council noted the reports. It was asked whether expenditure incurred by the Clerk in conjunction with the Chairman could be separated out so it was easier to identify. The Clerk would look into this.

e) **To approve the expenditure report and authorise payments.**

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



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Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Alan Coward and Son	Hire of Two Drying Rooms.	£ 265.98	£ 53.20	£ 319.18	03-22-001
Avon Local Council's Association	E-Learning Course for Office Administrator.	£ 70.00	£ -	£ 70.00	03-22-002
Avon Local Council's Association	E-Learning Course for Grounds Person.	£ 70.00	£ -	£ 70.00	03-22-003
Avon Local Council's Association	E-Learning Course for Clerk.	£ 140.00	£ -	£ 140.00	03-22-004
Avon Local Council's Association	E-Learning Course for Grounds Person.	£ 70.00	£ -	£ 70.00	03-22-005
Avoncrop	Surrey Loan.	£ 308.00	£ 61.60	£ 369.60	03-22-006
D.J Harrison	Flail Work - Two Days.	£ 800.00	£ 160.00	£ 960.00	03-22-007
DCK Accounting Solutions	February Accounting Assistance.	£ 268.75	£ 53.75	£ 322.50	03-22-008
DCK Accounting Solutions	January Accounting Assistance.	£ 537.50	£ 107.50	£ 645.00	03-22-009
GB Sports and Leisure.	Graffiti Spray.	£ 70.00	£ 14.00	£ 84.00	03-22-010
George Carr and Sons	Outdoor Equipment (Hedgecutter, Pruning Saw and Strimmer).	£ 690.75	£ 138.15	£ 828.90	03-22-011
Gordon Playground Inspections	February - Operational Inspections.	£ 360.00	£ 72.00	£ 432.00	03-22-012
KT Properties LTD	Gate Works in Newnham Place and Allotments. Ground Clearance at The Tumps.	£ 1,575.00	£ 315.00	£ 1,890.00	03-22-014
Lee McGreevy QS Services	PCC - Final Account Work.	£ 568.75	£ -	£ 568.75	03-22-015
Melrose Associates	NSP Pavilion: Contract Administration Work.	£ 2,813.86	£ -	£ 2,813.86	03-22-016
Melrose Associates	PCC Project: Contact Administration Work.	£ 6,105.00	£ -	£ 6,105.00	03-22-017
N Brock	Tree Work in Scott Park.	£ 340.00	£ 13.60	£ 353.60	03-22-018
Paul Swindlehurst	NSP Pavilion: Principle Designer Work.	£ 1,280.00	£ -	£ 1,280.00	03-22-019
Prolific	Printing Costs - February.	£ 155.56	£ 31.12	£ 186.68	03-22-020
Pro Structures	PCC Project: Structural Engineer.	£ 510.00	£ 102.00	£ 612.00	03-22-021
Rob Hainey Signs and Graphics	NSP Pavilion: Scott Park Signs.	£ 225.00	£ -	£ 225.00	03-22-022
Rob Hainey Signs and Graphics	Sub Benches Logos.	£ 160.00	£ -	£ 160.00	03-22-023
Rob Hainey Signs and Graphics	Platinum Jubilee Plaque.	£ 55.00	£ -	£ 55.00	03-22-024
Rob Hainey Signs and Graphics	Nature Area Signs.	£ 95.00	£ -	£ 95.00	03-22-025
Royds Withy King	PCC Project: Account.	£ 1,863.00	£ 372.60	£ 2,235.60	03-22-026
So Clear	Callcroft House Window Cleaning.	£ 50.00	£ -	£ 50.00	03-22-027
The Bush Consultancy.	NSP Pavilion: Architect.	£ 1,675.00	£ 335.00	£ 2,010.00	03-22-028
Willbox	Hire of Shower Block.	£ 420.70	£ 84.14	£ 504.84	03-22-029
Beard	PCC Project: Valuation 18.	£ 7,567.59	£ 1,513.52	£ 9,081.11	03-22-030
	Total for March 2022	£ 29,110.44	£ 3,427.18	£ 32,537.62	

15/03/2022 - No 10 The consider the following planning applications:

a) **P22/01184/HH - Demolition of existing detached garage/workshop. Erection of a single storey side extension to form garage (resubmission of P21/07486/F). - 13 Redfield Road Patchway South Gloucestershire BS34 6PJ.**

RESOLVED: It was unanimously agreed to raise no objections.

15/03/2022 - No 11 To consider Patchway Town Council's response to South Gloucestershire Council's Local Plan Consultation.

RESOLVED: It was unanimously agreed to respond to the consultation and to state that the Town Council did not want to lose any employment land and that Patchway has aspirations for a designated town centre and not having one means missing out on serious grant awards for the area.

15/03/2022 – No 12 To consider if Patchway Town Council meets all requirements for the Foundation, Quality and Quality Gold Awards of the Local Council Award Scheme.

RESOLVED: It was unanimously agreed that Patchway Town Council confirms by resolution that it meets all the requirements for the above awards and publishes on it's website:

- a) A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community.
- b) An annual report, online material, news bulletins and other Council communications with evidence of:
 - Engaging with diverse groups in the community using a variety of methods.
 - Community engagement influencing council activity and priorities.
 - A wide range of council activities, including innovative projects, that produce positive outcomes for the community
 - Co-operating constructively with other organisations

The council also unanimously agreed that it confirms by resolution, that it has prepared statements (Of no more than one page each) to be presented to the accreditation panel showing how it:

- a) Ensures that the council delivers value for money.
- b) Provides leadership in planning for the future of the community.
- c) Engages with the community on issues related to the environment and climate change.
- d) Manages the performance of the council as a corporate body.



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- e) Manages the performance of each individual staff member to achieve its business plan.

15/03/2022 – No 13 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2021/2022.

a) Community Engagement.

The Council noted that good 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
	Flyers and Leaflets.

- i. **To consider writing to ‘The Property Ombudsman’ regarding a Bromford property in Stroud Road.**

RESOLVED: It was unanimously agreed to send the letter.

15/03/2022 - 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 a report from Cllr S Shambhu. Cllr Shambhu was happy to take applications for any road closures for the Queen’s Jubilee. The Clerk confirmed the Council would advertise them to be sent to the office and then forwarded onto Cllr S Shambhu.

The Council noted an update on the Local Plan from Cllr S Scott.

Cllr R Walker left the meeting at 20:01.

b) Norman Scott Park Pavilion Redevelopment.

The Clerk provided an update.

- i. **To consider the requirements for the kitchen area of the new pavilion.**
- ii. **To consider obtaining a license to permit the sale of alcohol within the new pavilion.**

RESOLVED: It was agreed by a majority with one against to get a costing for professional opinion on the kitchen area incorporating the traditional café with the ability to cook hot meals. It was further resolved by a majority, with one against, to obtain a license for the sale of alcohol and a marriage license.

c) The Casson Centre refurbishment project.

The Council considered the cost plan.

- i. **To consider the cost plan for the project and agree the next steps for this project.**

RESOLVED: It was unanimously agreed to just carry out the re-roofing of the building.

d) Coniston Community Association.



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Cllr E Gordon provided an update. Cllr E Gordon would request that a set of accounts be sent to the Town Clerk.

e) Bromford Housing Association.

No update was given.

f) Youth Work Working Party.

The Council noted that Cllrs S Scott, B Hopkinson and J Buddharaju had given some funding towards youth equipment. Further meeting will be held with Patchway Community School to ascertain what the young people want for a provision.

g) Queen Elizabeth's Platinum Jubilee 2022.

The Clerk provided an update. The Clerk had met with the funfair provider and access to the field in Scott Park was not possible due to the temporary changing rooms.

i. To delegate authority to the working group in conjunction with the Clerk/RFO to incur expenditure within the set budget for this project.

RESOLVED: It was unanimously agreed to delegate authority to the working group in conjunction with the Clerk/RFO. It was further resolved unanimously that the Council will only hold a Beacon lighting event on the Thursday and a music festival in Scott Park on the Saturday, which would be a simple stage and live musicians from 11am to 8pm. A firework event may be organised depending on the budget.

h) Patchway Twinning Association.

The Clerk provided an update. The visit in June was planned and invitations for the welcome event and civic dinner would soon be sent out. The Council noted that they had budgeted for these events and these would be taken from the Civic Fund.

i) Almondsbury Joint Burial Committee.

No update was given.

j) Coniston Medical Practice.

The Council noted the update. The Clerk would feed back to David Clark the concerns over waiting times still. The Clerk would contact the surgery as they would like to put some information into the Town Council's newsletter.

k) Residents Association of Charlton Hayes.

The Councillors noted the update from Cllr P Knight on the rewilding project.

l) South Gloucestershire Council – LED street lighting replacement.

RESOLVED: It was unanimously agreed to object to the installation of lighting replacements and request that low level lighting be installed, in support of the residents of Ashford Road.

m) Community Engagement Forum.

The Council noted the update from Cllr P Knight.

15/03/2022 - No 15 To note that the next meeting of Patchway Town Council will be held on Tuesday 26th April 2022 at 7pm.

Noted.

15/03/2022 - 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



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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.

15/03/2022 - No 17 To consider the recommendations from the Personnel Committee meeting held on Monday 14th March 2022.

- a) **To approve the recommendation that the Local Government Pay Award is applied to all current staff, backdated to 1st April 2021.**
- b) **To approve the recommendation that the Local Government Pay Award is given to Mrs L Squire, backdated from 1st April 2021 to 19th September 2021.**

RESOLVED: It was agreed by a majority with two against and one abstention, to approve the recommendations.

15/03/2022 - No 18 To approve the legal notice in relation to Patchway Town Council's lease agreement.

RESOLVED: It was agreed by a majority with three abstentions to approve the legal notice and for it to be sent to the tenant.

15/03/2022 - No 19 To receive an update on the outstanding matters of the Patchway Community Centre Project.

RESOLVED: It was agreed by a majority with one abstention that the Council approves the recommendation from the Finance Committee that the Council negotiates a deal with the contractor up to a maximum of £250,000 and that Cllrs J Butler and S Scott attend the meeting with the contractor.

The meeting was closed at 20:46.



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