

PATCHWAY TOWN COUNCIL

Minutes of the Annual Meeting of Patchway Town Council held on the 19th May 2020 at 19:00 by video link (Go to Meeting Application)

Due to Government Advice on COVID-19, this meeting was held in exceptional circumstances via conference call.

Councillors: E Martin (as the outgoing chair) S Scott (as the new chair) R Loveridge, R Walker, I Walker, P Cottrell, S Shambhu, J Butler, K Dando, T Scott, B Hopkinson, G Pykov, E Gordon (19:02) and J Buddharaju (19:20)

In attendance: L Squire (Clerk), J Turner (Deputy Clerk)

Absent: None

Members of the Public: Three

As the time was 19:00, the Chair, Cllr E Martin called the meeting to order.

19/05/2020--No 1 To elect a Chairman for the ensuing year and to receive the Chairman's Declaration of Acceptance of Office.

The councillors proposed Cllrs S Scott and R Loveridge to fulfil the role of Chairman for the year.

RESOLVED: It was agreed with 8 in favour, to elect Cllr S Scott as Chairman. Cllr R Loveridge had 5 votes in favour.

Cllr Sam Scott assumed the Chair for the meeting.

19/05/2020--No 2 To elect a Vice-chairman for the ensuing year.

The councillors proposed Cllrs R Loveridge and I Walker.

RESOLVED: It was agreed with 8 in favour, to elect Cllr R Loveridge as Vice-chairman. Cllr I Walker had 6 votes in favour.

19/05/2020--No 3 To receive any questions from members of the public present

A resident shared their concerns about the voting process around electing a Chairman and the discussion that was had after the vote had taken place.

19/05/2020--No 4 To receive and consider apologies for absence and decide whether to accept them.

Cllr T Bathe-Taylor (sickness)

RESOLVED: The council unanimously agreed to accept these apologies.

19/05/2020--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.

19/05/2020--No 6 To approve Standing Committees of the Council and appoint Members of the Council to service the committees:

- a) **To consider merging of the Parks and Open Spaces committee with the Planning and Transport committee and renaming the committee as the 'Environmental Committee'.**
The council agreed on the merging of both committees.

RESOLVED: It was agreed with one abstention that the committee be named 'The Parks, Open Spaces, Planning and Transport Committee'.

b) To elect members of the Council to the Finance Committee

RESOLVED: It was agreed that Cllrs Ken Dando, Eric Gordon, Patrick Cottrell, Jo Buddharaju, Roland Walker, Sam Scott and Roger Loveridge would sit on the Finance Committee. This would give the committee 7 councillors with a quoracy of 3.

c) To elect members of the Council to the Parks, Open Spaces, Planning and Transport Committee.

RESOLVED: It was agreed that Cllrs Roger Loveridge, Elaine Martin, Toni Scott, Ken Dando, Ted Bathe-Taylor, Eric Gordon and Patrick Cottrell would sit on the Parks and Open Spaces and Planning and Transport Committee. This would give the committee 7 councillors with a quoracy of 3.

19/05/2020--No 7 To appoint council representatives for the following outside organisations.

a) Almondsbury Joint Burial Committee (5)

RESOLVED: It was agreed that Cllrs Patrick Cottrell, Elaine Martin, Ted Bathe-Taylor, Toni Scott and Eric Gordon would represent the council.

b) Avon Local Councils Association (2)

RESOLVED: It was agreed that Cllrs Eric Gordon and Roger Loveridge would represent the council.

c) Bromford Housing Representative (1)

RESOLVED: It was agreed that Cllr Eric Gordon would represent the council.

d) Charlton Hayes Steering Group (1)

RESOLVED: It was agreed that Cllr Jo Buddharaju would represent the council.

e) Communities Against Hate Crimes (1)

RESOLVED: It was agreed that Cllr K Dando would represent the council.

f) Coniston Community Association (1)

RESOLVED: It was agreed that Cllr Patrick Cottrell would represent the council.

g) Patchway Community Association (2)

RESOLVED: It was agreed that Cllr Ken Dando would represent the council.

h) Patchway Community Centre Redevelopment Project Group (3)

RESOLVED: It was agreed that Cllrs Sam Scott and Roger Loveridge would represent the council.

i) Patchway and Charlton Hayes Community Sports Association (1)

RESOLVED: It was agreed that Cllr Roger Loveridge would represent the council.

j) Patchway, Filton & The Stokes Volunteer Centre (1)

RESOLVED: It was agreed that Cllr Eric Gordon would represent the council.

k) Patchway: Love Where You Live Steering Group (1)

No councillors wanted to sit on this group.

- l) Patchway Twinning Association (2)
RESOLVED: It was agreed that Cllrs Elaine Martin and Eric Gordon would represent the council.
- m) The Scott Park Pavilion Project Group (3)
RESOLVED: It was agreed that Cllrs Roger Loveridge, Brian Hopkinson and Jon Butler would represent the council.
- n) 3G Pitch and Cricket Nets Project (3)
RESOLVED: It was agreed that Cllrs Roger Loveridge, George Pykov and Eric Gordon would represent the council.

19/05/2020—No 8 To consider and approve the minutes of the meeting of the Town Council held on 21st April 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

19/05/2020--No 9 To consider and approve the minutes of the meeting of the Extraordinary Town Council meeting held on the 28th April 2020 and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

19/05/2020--No 10 To note the minutes of the meeting of the Finance Committee meeting held on 12th May 2020.

The council noted the minutes. The RFO confirmed that all councillors would be sent a copy of the three-year plan to comment on in June.

19/05/2020--No 11 To consider the re-adoption of the following policies and strategies:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct for Members
- d) Publication Scheme
- e) Risk Management Policy

RESOLVED: It was agreed with 3 abstentions to re-adopt these policies for a further year.

Further resolved for all future changes to be shown in red on the new document.

19/05/2020--No 12 To adopt Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.

RESOLVED: The majority agreed the Supplementary Standing Orders until May 2021 with 1 abstention.

19/05/2020—No 13 To consider the membership of the grants working party and agree a date for the next meeting prior to the next Council meeting.

RESOLVED: It was agreed that the working party would consist of Cllrs Jo Buddharaju, Sanjay Shambhu, George Pykov, Roger Loveridge, Ken Dando and Patrick Cottrell. The RFO would circulate more details around the date for meeting via email.

19/05/2020--No 14 To consider the draft risk register and report from the RFO and agree any actions.

RESOLVED: To unanimously agree the recommendations in the report and review further in 6 months.

Cllr Sam Scott left the meeting and Cllr Loveridge took over as the Chair.

19/05/2020--No 15 To appoint Nicholas Morley Architects as the Principle Designer for the Patchway Community Centre redevelopment project after tender stage as per the recommendation from the Project Manager.

RESOLVED: To unanimously agree the appointment of Nicholas Morley Architects as the Principle Designer to comply with the CDM Regulations of 2015 at the quoted value of £3937.50. **Further resolved** for the Clerk to hold a meeting with Patchway Community Association to discuss further finances of the project.

19/05/2020--No 16 To formally award the contract for the Scott Park 3G pitch and cricket nets project as per the recommendation from the project evaluation team.

RESOLVED: It was agreed with 1 against to enter formal negotiations with tenderer 1, Blakedown Sport and Play.

Cllr Sam Scott rejoined the meeting and took over as the Chair.

19/05/2020--No 17 Council Finance

a) To note the current financial position of all four bank accounts

Current Account - £1000

Business Reserve - £475,794.31

Fixed Deposit - £7.17 (will be transferred to reserve account)

Unity Bank - £82,546.59

b) To note the Bank Reconciliation and Bank Statements for April

c) To note the income and expenditure report for April

d) To note the monthly summary of accounts for April

The council noted the above items.

e) To approve the expenditure report and authorise payments.

RESOLVED: To unanimously agree the expenditure report and authorise payments.

Payee	Invoice Detail	Net (cost to council)	Power
Churches Fire	Annual Service for the Pavilion	£ 91.25	LGA 1972 S111
The Consortium	Black Bags for Litter Bins	£ 42.53	Public Health Act 1975, s.164
The Consortium	Cleaning Materials for All Premises	£ 189.63	LGA 1972 S111
Cordell Health	Staff Consultations	£ 570.00	LGA 1972 S111
DCK Accounting	End of Year Close Down	£ 411.25	LGA 1972 S111
George Carr & Sons LTD	Strimmer Cord	£ 65.09	Open Spaces Act 1906
Melrose Associates	Project Management for PCC Redevelopment (pre-tender)	£ 3,630.00	LGA 1972 S111
National Security Group	Key Holding Fee (Annual Charge for 3 properties)	£ 780.00	Open Spaces Act 1906
Prolific Solutions	Printing Costs	£ 76.26	LGA 1972 S111
Rob Hainey Signs	Happy to Chat' signs	£ 150.00	LGA 1972 S111
Thompsons Solicitors	Legal Services relating to Staff	£ 350.00	LGA 1972 S111
Thornbury Self Drive Hire	Tracker for Truck Fee	£ 26.00	Open Spaces Act 1906
Linda Squire	Expenses: Hand sanitiser for staff	£ 44.88	Public Health Act 1975, s.164
Sandra Smith	Expenses: Training Course, PPE, Ink and Computer Mouse	£ 56.25	LGA 1972 S111
Jack Turner	Expenses: Ink and Mileage Claim	£ 55.61	LGA 1972 S111
National Security Group	April Caretaking Duties	£ 65.00	Open Spaces Act 1906
Nicholas Morley Architects	Architect Fee 75% complete	£ 2,997.50	LGA 1972 S111
	Total fo May 2020	£9,601.25	

19/05/2020--No 18 To consider the nominations for the Patchway Town Council Community Award and agree any actions.

RESOLVED: To unanimously agree to award the following people with a Community Award certificate.

- a) **Pat Morrish** - Community involvement with St Chad's Church and Patchway Minibus
- b) **Ray Morrish** - Community involvement with St Chad's Church and Patchway Minibus
- c) **Ann Wathern** - Supporting key workers and all of her neighbours
- d) **Paul Wathern** - Helping to keep the Patchway Foodbank going.
- e) **Win Williams** - Helping the community through the Patchway minibus and other organisations
- f) **Les Brooks** - Years of continuous service to Patchway as an employee of PTC and also as representative of many Patchway committees.
- g) **Amruta Bendre** - Supporting local residents with groceries, prescription and phone calls.
- h) **Pradeep Sadasivan** - Supporting local residents with groceries, prescription and phone calls.
- i) **Lorraine Graham** - Supporting local residents with groceries, prescription and phone calls
- j) **Emma Snow** - Supporting local residents with groceries, prescription and phone calls.
- k) **Hannah Fletcher** - Supporting local residents with groceries, prescription and phone calls.
- l) **Gerald Burdett** - Supporting local residents with groceries, prescription and phone calls.
- m) **Jennifer Clark** - Supporting local residents with groceries, prescription and phone calls.
- n) **Prasana Ramarathnam** - Supporting local residents with groceries, prescription and phone calls.
- o) **Liucija Juryte** - Supporting local residents with groceries, prescription and phone calls.
- p) **Jo Buddhharaju** - Supporting local residents with groceries, prescription and phone calls
- q) **Maroof Ghansar** - Supporting local residents with groceries, prescription and phone calls
- r) **Simon Bowers** - Supporting local residents with groceries, prescription and phone calls.
- s) **Rachael Allen** - Supporting local residents with groceries, prescription and phone calls.
- t) **Melanie Davies** - Supporting local residents with groceries, prescription and phone calls.

Cllr Elaine Martin left the meeting at 20:24.

19/05/2020--No 19 To consider the Annual Report 2020 and agree to publish it for the public to see on the Patchway Town Council website.

The council considered the report. All councillors were asked to check their own attendance and report back within 7 days to the Clerk and Deputy Clerk with any discrepancies.

RESOLVED: To unanimously agree to publish on the website on Wednesday 27th May 2020 after issues had been resolved with individual councillors.

19/05/2020--No 20 To consider the Action Tracker for 2019/2020 Council Year.

The council noted the action tracker.

19/05/2020--No 21 To receive any reports from South Gloucestershire Councillors on information relevant to the Patchway Area.

The council noted an update from Cllr Shambhu and a further update from Cllr S Scott.

Action:- Cllr Sam Scott will forward the South Gloucestershire plan which is out for consultation to the Clerk for her to circulate it to all Councillors.

19/05/2020--No 22 To receive any reports from Local Organisations or working groups

a) 3G, Cricket Nets and Pavilion project

This was covered by item 16

b) Patchway Community Centre Redevelopment Project

The Clerk provided an update. The project manager had compiled a report which had been sent round to all councillors. It is likely that the tender document will be issued on 12th June

2020. Some concerns were raised around the location of the contractors' compound and the possible land closures.

RESOLVED that the Clerk would raise this at the meeting with the Community association and the project manager.

c) Coniston Community Association

Cllr E Gordon provided an update saying that the centre has been deep cleaned since closing and will be once it is reopened when it is safe to do so. Cllr Gordon would ensure that the accounts are sent to the Clerk now that they have been audited.

19/05/2020--No 23 To consider any planning applications received and agree any actions.

The Clerk will circulate all applications to the working party to comment on any applications.

Action:-The Clerk to email all Councillors to establish if they wanted to volunteer to review planning applications.

19/05/2020--No 24 To note that the next meeting will be on 16th June 2020 at 7pm.

Noted

CLOSED SESSION

19/05/2020--No 22 To consider the recommendations from the Personnel Committee and agree any actions.

The council noted an update from Cllr J Butler. It was noted that due to COVID-19, the council have a lack of manpower with the outside staff.

RESOLVED: Unanimously agreed to obtain quotations from South Gloucestershire Council to maintain our outside areas except Scott Park for a period of time.

The council noted an update on the report from South West Councils

RESOLVED: Unanimously agreed to negotiate the terms and conditions at the value of £500 and pro rata'd for part time staff with an implementation date of April 2021.

The council received an update on the implementation date. Feedback was provided on the 2 consultation meetings that have taken place and the request to extend the consultation, it was agreed not to extend the consultation date and it would remain as the 27th May 2020. The Job evaluation appeal date was extended to the 27th May 2020.

RESOLVED: Unanimously agreed to hold an extraordinary council meeting on 1st June.

The council noted that now a member of staff had left, that the post should be deleted or re-advertised.

RESOLVED: Unanimously agreed to delete the post and not replace the member of staff.

Cllr E Gordon declared his interest in the final item and left the meeting at 21:09.

19/05/2020--No 23 To consider a contractual matter pertaining to a lease agreement.

The Deputy Clerk provided an update. A letter had been sent but no reply had been received yet. The council's solicitors will keep the Deputy Clerk informed.

The meeting was closed at 21:13.