

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the Tuesday 26th April 2022 at 19:00 at Callicroft House, Patchway.

- Councillors:** J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, D Lawrence, P Knight, B Hopkinson, J Buddharaju (19:15) and S Shambhu (19:45).
- In attendance:** J Turner (Town Clerk and RFO) and Nick Van Tinteren and Mark Greveson (Bromford Housing Association.)
- Absent:** Cllr E Gordon.
- 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.

26/04/2022 - No 1 To receive an update from Bromford Housing Association regarding the future of The Parade, including the presentation of the public consultation results.

The Chairman invited Mark Greveson and Nick Van Tinteren to update the Council on Bromford's plan for the future of The Parade. Nick stated that they had bid on a pot of money and had been successful in obtaining the funding. The works that Bromford proposed to do are to tarmac the grass areas by the low level walls, plant bulbs in the flower beds, pressure wash the area, improve drainage, install Patchway Town Council's Patchway Map sign, making good the walls and repainting the bike racks. The Council noted that the Chief Executive of Bromford had approved the funding for this.

The Chairman opened the floor to members to ask questions of the Bromford representatives over this plan. The general feeling was one of being underwhelmed by the scheme. The majority of these works are ongoing maintenance and does not solve the issues that are at The Parade. Councillors stated their preference for the walls to be flattened and to create a large communal area that can be used for vendors, traders and community events. The Bromford representatives would arrange for Patchway Town Council to attend a meeting to ensure that the needs of the area are addressed. The Clerk would send Bromford the results of the public survey as well as publishing this on the Town Council website. The Clerk would also share the map of ownership and maintenance for The Parade. The Council noted that this would be added to the update section of the agenda for monitoring.

26/04/2022 - No 2 To receive questions from members of the public present.

None received.

26/04/2022 - No 3 To receive any apologies for absence.

The Council noted apologies from Cllrs S Scott (Working), T Scott (Working), P Cottrell (Unwell) and E Martin (Family Reason).

26/04/2022 - 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.

Cllr K Dando declared his interest in item 20.



10/05/2022

26/04/2022 - No 5 To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant Cllr K Dando a dispensation to stay in the room on item 20.

26/04/2022 - No 6 To approve the minutes of the Patchway Town Council meeting held on 15th March 2022 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.

26/04/2022 - No 7 To approve the minutes of the Patchway Town Council meeting held on 5th 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.

26/04/2022 - No 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 22nd March 2022 and to approve the following recommendations:
The minutes were noted.

a) **To approve the recommendation that the Parks, Open Spaces, Planning and Transport Committee meetings are moved to 8pm on the second Tuesday of each month.**

RESOLVED: It was unanimously agreed to defer this item to the Annual Meeting of Patchway Town Council.

b) **To approve the recommendation that Patchway Town Council approves the quotation from South Gloucestershire Council for pedestrian sweeper work.**

RESOLVED: It was unanimously agreed to defer this item so the Clerk can carry out a cost analysis of renting or buying the machine.

c) **To approve the recommendation that Patchway Town Council approves the quote from KT Properties LTD for the extension of the pathway at the rear of the BMX track.**

RESOLVED: It was unanimously agreed to approve the quotation of £1911.

26/04/2022 - No 9 To note the minutes of the Finance Committee held on Tuesday 5th April 2022 and to approve the following recommendations:

The minutes were noted.

a) **To approve the recommendation that Patchway Town Council approves the Sponsorship Rates for the 2022/2023 financial year.**

RESOLVED: It was unanimously agreed to approve the sponsorship rates. It was further resolved unanimously that the Clerk can just implement any sponsorship ideas at any time rather than coming back for approval for this financial year.

b) **To approve the recommendation that Car Boot Sales are held at The Tumps between 9am and 12pm on Sunday's to generate income for the Council.**

RESOLVED: It was unanimously agreed to approve the recommendation subject to adequate volunteers being sourced. The costs were to be £7.50 per car and £12.50 a van, bookable in advance and inclusive of VAT.

c) **To approve the recommendation that Patchway Town Council allows vendors into Scott Park to trade to generate income for the Council.**



RESOLVED: It was agreed by a majority, with one abstention, to approve this recommendation. It was noted that any food or drink vendors would cease operation when the Café is fully operational.

26/04/2022 - No 10 Council Finance.

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

The Council noted the current positions as of 26th April 2022:

Current Account - £1000.00

Business Reserve - £295.36

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

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

CCLA Public Sector Deposit Fund – £542,740.57

Cambridge and Counties - £50,000

c) To note the Bank Reconciliation and Bank Statements for March.

d) To note the income and expenditure reports for March.

e) To note the monthly summary of accounts for March.

The Council noted the reports.

f) To approve the expenditure report and authorise payments.

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Avoncrop Amenity Products	Grass Seed and Top Soil.	£ 122.95	£ 11.99	£ 134.94	04-22-048
Brandon Hire Station	Missing Panel Clamps.	£ 6.80	£ -	£ 6.80	04-22-049
Dynamite Fireworks	Jubilee Firework Display.	£ 5,300.00	£ -	£ 5,300.00	04-22-050
GB Sports and Leisure	Skate Ramp Paint.	£ 693.42	£ 138.68	£ 832.10	04-22-051
Gordon Playground Inspections	Operational Inspections - March.	£ 360.00	£ 72.00	£ 432.00	04-22-052
KT Properties LTD	Beacon re-location, kissing gate works, notice board installation and rise and fall bollards.	£ 3,817.36	£ 763.47	£ 4,580.83	04-22-053
KT Properties LTD	Tarmac path and gate works at Scott Park.	£ 2,167.00	£ 433.40	£ 2,600.40	04-22-054
Melrose Associates	PCC Project - Contract Administration.	£ 220.00	£ -	£ 220.00	04-22-055
Melrose Associates	Casson Centre Project: Fee proposal.	£ 180.00	£ -	£ 180.00	04-22-056
Melrose Associates	NSP Pavilion Project: Contract Administration.	£ 2,590.00	£ -	£ 2,590.00	04-22-057
N Brock	Tree Work at Bevingtn Walk.	£ 430.00	£ 17.20	£ 447.20	04-22-058
Network Rail	Land over Patchway Tunnel Rent.	£ 189.79	£ 37.95	£ 227.74	04-22-059
Patchway Community Association	Main Ceiling Hall Works.	£ 2,890.70	£ -	£ 2,890.70	04-22-060
Prolific Solutions	Printing Costs - March.	£ 141.57	£ 28.32	£ 169.89	04-22-061
Royds Withy King	Legal Matter Services.	£ 5,459.00	£ 1,091.80	£ 6,550.80	04-22-062
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-063
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-064
Shine	Cleaning Services Account.	£ 193.52	£ 38.70	£ 232.22	04-22-065
Simply Washrooms	Sanitary Unit.	£ 157.91	£ 31.58	£ 189.49	04-22-066
The Bush Consultancy	NSP Pavilion Project: Architect Services.	£ 1,675.00	£ 335.00	£ 2,010.00	04-22-067
Willbox	Shower Unit Hire.	£ 437.67	£ 87.53	£ 525.20	04-22-068
	Total for April 2022	£27,419.73	£3,165.02	£30,584.75	

26/04/2022 - No 11 To receive an update on the proposed development at Newnham Place.

The Clerk provided an update. There was a new officer dealing with the development and they will provide an update in due course. The Council noted this would be added to the update section of the agenda to monitor.

26/04/2022 - No 12 To consider if Patchway Town Council would like to take on the running of The Patchway Minibus.



RESOLVED: It was unanimously agreed for Cllr P Knight to meet with the minibus committee to ascertain what they actually need support with.

26/04/2022 – No 13 To consider the request from students at SGS College to hold a charity fundraiser at Norman Scott Park.

RESOLVED: It was unanimously agreed to grant permission subject to having no clashes with sport fixtures.

26/04/2022 – No 14 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.

a) Community Engagement.

The Clerk requested that the Council puts out a call for volunteers to do certain jobs across the Town to support the Council.

RESOLVED: It was unanimously agreed for the Clerk to put the call out.

The Council noted the progress as below:

	Community Engagement
Timescale for Implementation	Full Council
2022/2023	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Flyers and Leaflets.
	Housing.

- i. **To consider an update from Cllr P Knight on the Gateway Management Fee situation.**
Cllr P Knight provided an update. The Council noted that he has exhausted all avenues and this would now be put to the new Parish Council to investigate upon their inception in May 2023.

26/04/2022 - No 15 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 B Hopkinson on the support that the Council are giving in light of the situation in Ukraine.

The Council noted a report from Cllr S Shambhu about the Cedar Road resurfacing works. Cllr Shambhu stated that there were three bins that had no-one to empty them and that the Council should consider tendering for the work.

RESOLVED: It was unanimously agreed to tender for the work.

b) Norman Scott Park Pavilion Redevelopment.

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

- i. **To consider the opening hours of the café.**
- ii. **To consider the licensing hours of the café.**



iii. To consider the staffing requirements of the café.

The Council considered these items together.

Cllr R Walker left the meeting at 20:15.

RESOLVED: It was unanimously agreed to go out to public consultation with the opening hours of Tuesday – Sunday 10am – 3pm and see what the public would like to see. It was further resolved unanimously to defer a decision on the other items until the next meeting.

c) The Casson Centre refurbishment project.

No update was given.

d) Coniston Community Association.

The Council noted the annual accounts.

e) Youth Work Working Party.

No update was given.

f) Queen Elizabeth's Platinum Jubilee 2022.

i. To elect volunteers to assist with the Town Council's events over 2nd and 3rd June 2022.

Cllrs R Loveridge, J Butler, K Dando and D Lawrence volunteered to assist.

ii. To consider the scope of the competition to repaint the Skate Park area in Scott Park.

RESOLVED: It was unanimously agreed to give schools free reign on what they design and to allocate half of the space to each school. It was further resolved unanimously to give a budget of £200 per school for materials.

g) Patchway Twinning Association.

The Council noted the minutes.

h) Almondsbury Joint Burial Committee.

No update was given.

i) Coniston Medical Practice.

No update was given.

j) Residents Association of Charlton Hayes.

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

k) Patchway Partnership Meeting (Formerly PN Group).

The Council noted the minutes as circulated via email.

l) Avon and Somerset Police – Community Payback.

The Council noted the update from the Clerk. PCSO Lucy Sparks had lodged an application for Patchway.

26/04/2022 - No 16 To note that the next meeting of Patchway Town Council will be the Annual Meeting of the Town Council which will be held on Tuesday 10th May at 7pm.

Noted.



26/04/2022 - No 17 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.

26/04/2022 - No 18 To receive an update on the outstanding matters of the Patchway Community Centre Project.

The Clerk provided an update. The contractor had agreed to the Council's offer.

26/04/2022 - No 19 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 unanimously agreed to defer this item.

26/04/2022 - No 20 To receive an update on the issue pertaining to the lease agreement.

The Clerk provided an update. The notice had been served but no formal response has been given. The Clerk expressed concerns over the lack of communication regarding the Queen's Jubilee event with the organisation.

RESOLVED: It was agreed by a majority with one abstention to bring in external food and drink contractors for the event.

The meeting was closed at 20:53.



10/05/2022