

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 16th April 2024 at 19:00 at Callicroft House, Patchway.

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| Councillors: | Cllr D Lawrence (Chairman), Cllr R Loveridge, Cllr J James, Cllr K Dando, Cllr N Field, Cllr A Morey, Cllr P Knight, Cllr T Scott, Cllr D Lansdown, Cllr K Walker, Cllr D Fry (19:04) and Cllr P Cottrell (19:12). |
| In attendance: | J Turner (Locum Town Clerk) and J Watkins (Deputy Town Clerk and RFO) |
| 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.

16/04/2024 - No 1. To receive questions from members of the public present.

None received.

16/04/2024 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr S Scott (Charlton Hayes Parish Council meeting), Cllr E Gordon (other commitments) and Cllr D Fry (working).

16/04/2024 - No 3. 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 K Dando declared an interest in item 13.

Cllr D Lansdown declared an interest in item 8 A.

16/04/2024 - No 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 19th March 2024 and to note the Clerk/RFO's report for this meeting.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record. The report was noted.



21/05/2024

16/04/2024 - No 5. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

The report was noted as below:

**Report of any decisions made under the scheme of delegation
or delegated authority, under Financial Regulations**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Item 5 – 16-04-2024 – Purchase of fruit trees at Pretoria Road Allotments for WECA Pollinator Project

£480 + Vat has been approved for fruit trees from Lodge Farm for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (see Appendix 1). The fruit trees need to be ordered in advance to arrive at the prime time for planting out.

Lodge Farm Trees are a local nursery supplying rare and traditional fruit trees and took part in the South Gloucestershire Tree Week as a supplier in 2024. They sell many varieties that are local to this area and are able to support conserving local heritage varieties. As locally based at Rockhampton, Gloucestershire, this quotation offers a low carbon footprint.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

Item 5 – 16-04-2024 – Purchase of petrol scythe mower at Pretoria Road Allotments for WECA Pollinator Project

£699.99 + Vat has been approved for a Zipper BM 870-ECO Petrol Scythe Lawn Brush Mower for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (see Appendix 2). The mower is required immediately for site preparation. The Amazon option has been selected due to Robert Dyas no longer having offer availability.

The third stage of the project is planting and completion of the project. The flower meadows need cutting between end August and late November leaving the cuttings to dry on the surface for several days before raking and removing to compost.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

Item 5 – 16-04-2024 – Purchase of wildflower seed at Pretoria Road Allotments for WECA Pollinator Project

£198.73 + Vat has been approved for 500g native wildflower mix for clay soil and 300g yellow rattle seed Mower for the West of England Combined Authority (WECA) Pollinator Project at Pretoria Road Allotments. Three quotes were received (See Appendix 3). The seeds are required immediately for freezing ahead of sowing.

The third stage of the project is Planting including wildflower seed required to help suppress grass and create our wildflower meadow. The area to be covered is 250 – 400m2.

The budget is fully funded through the WECA Pollinator Grant successfully granted in 2023 with zero cost to Patchway Town Council.

Item 5 – 16-04-2024 – Purchase of Upholstery of Callicroft House Boardroom Chairs

At the Full Council on 19th March 2024, it was resolved to approve the £1239.45 quote from Phoenix Upholstery Services for upholstery of the Boardroom chairs.

16/04/2024 - No 6. To note the minutes of the meeting of the Finance Committee held on Tuesday 9th April 2024 and to approve the following recommendations:

- a) **To approve the recommendation to adopt the five-year strategic financial plan for Patchway Town Council.**

RESOLVED: It was unanimously agreed to approve the recommendation.



21/05/2024

16/04/2024 - No 9. To consider the quotation report for the works at Norman Scott Park Pavilion.

The Officers had not received the quotation despite chasing numerous times. This item is to be deferred.

16/04/2024 - No 10. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items relating to Patchway.

Cllr S Scott provided a written update which included drawing attention to South Gloucestershire Council's consultation for the library services, road conditions, recycling and children's centres.

Cllr T Scott stated that it is very disappointing that only one report was forthcoming with no report being available from Cllr I Walker, Cllr S Shambhu and Cllr J Buddharaju.

b) Patchway Town Council Events.

The Council noted a verbal update from the Deputy Clerk. The Brabazon 10k/Marathon was a huge success. The Easter Egg drive delivered over 800 treats across the Town to young people for Easter. Wednesday Street Food Festival will be starting in the next week providing an income to the Town Council. The Firework event tickets were selling well.

Cllr D Lawrence passed his thanks to all of those who were involved with organising the marathon event and stated it was great to see this event in Patchway. Cllr D Lawrence also expressed his thanks to the Officers for setting up the 'Street Food Festival'.

c) Friends of Patchway Twinning Group.

Cllr A Morey provided an update on the visit from secondary school teachers from Clermont L'Herault. The visit was very well received and thanks was given to Cllr D Lawrence and Aerospace Bristol for accommodating the group with a visit to the attraction. The young people also spent a few hours in Patchway Community School building connections with the young people there. The evening was spent in Norman Scott Park Pavilion with the young people with a traditional roast served at Snack Attacks.

In May 2024, the German delegation will be attending. The Council Officer's have provided a full programme for the eight students and two teachers. This includes work experience in Coniston Primary School, Callicroft Primary Academy and Patchway Community School, visit to FACE youth club and a trip to Mulligans in Cribbs Causeway. The Deputy Clerk will circulate information about the visit.

d) Almondsbury Joint Burial Committee.

No report was available.

e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

The Deputy Clerk provided an update on the works that the South Gloucestershire Council Street Scene team will be providing in the area. The finer details are still to be sorted and a further update will follow.

f) Improving the Parade (Strategic Plan Outcome).

The Council noted the recent report circulated and received a verbal update from the Deputy Clerk regarding redevelopment of The Parade following the completion of the Coniston Road Underpass works by South Gloucestershire Council in April. There will be bollards on the entrance path to The Parade as a result of public feedback. The next scheme of works to enhance the area of The Parade, will now take place, with a

Patchway Map being installed and the steel 'people' will be removed from the walls as well as flattening of some of the brick walls.

g) Improving CCTV in the local area (Strategic Plan Outcome).

The Deputy Clerk updated Councillors that the CCTV on Rodway Road had now had the right signage erected.

h) Communication with all households (Strategic Plan Outcome).

The Deputy Clerk reminded Councillors that communications are available in online and offline formats with the Town News now being regularly delivered by hand across the town by officers and Councillors.

Cllr A Morey raised a question on the accessibility of the newsletter and how the Town Council can reach those without internet access.

Cllr D Lawrence proposed a creation of an A5 leaflet to push the Town Council's contact details out there.

RESOLVED: It was unanimously agreed to create a leaflet which would be delivered by all Councillors.

i) Youth provision and safety (Strategic Plan Outcome).

The Council noted that an emergency 'Bleed Kit' had been installed at Patchway Youth Centre.

j) Annual Town Assembly

The Council noted the agenda for the meeting on Monday 29th April 2024.

16/04/2024 - No 11. To note the date of the next Meeting of Patchway Town Council will be the Annual Meeting of Patchway Town Council to be held on Tuesday 21st May 2024.

The next meeting date was noted.

16/04/2024 - No 12. 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 item.

16/04/2024 - No 13. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.

The Council noted the report from the Deputy Clerk. The lessee is still in breach of their lease. The Town Council Officers remain in communication with the lessee.

16/04/2024 - No 14. To receive an update on the lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.

The Council noted the report from the Locum Clerk and Deputy Town Clerk. A site visit will take place with South Gloucestershire Council and Patchway Town Council before a new lease is proposed. Legal advice has been sought.

16/04/2024 - No 15. To consider the requirement for Locum Clerk support services from the start of the new Town Council Year (W/C. Monday 27th May 2024).

RESOLVED: It was unanimously agreed to retain the current Locum Clerk support services until July 2024, when this will be reviewed.

The Meeting was closed by the Chairman at 19:36.

