

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 5th August 2021 at 19:00 at Patchway Community Centre.

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|-------------------------------|---|
| Councillors: | J Butler (Chairman), R Loveridge, J Buddharaju, P Cottrell, K Dando, B Hopkinson D Lawrence, S Scott, T Scott, S Shambhu, I Walker, R Walker. |
| In attendance: | L Squire (Clerk), |
| Absent: | E Gordon. |
| Members of the Public: | Two. |

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

5/08/2021 - No 1 To receive questions from members of the public present.

Cllr Lawrence raised a question on behalf of a member of the public to the South Gloucestershire District Councillors and asked what the councillors were doing to try and get the roads sorted in Charlton Hayes, which are in a poor condition and unsafe.

The District Councillors stated that South Gloucestershire council could not take over yet as the site was still Bovis responsibility, Cllr Shambhu is the liaison representative and if he is provided with contact details he will contact them and liaise with Bovis.

RESOLVED:- For the Council to write to Bovis advising them that we are inundated with complaints about the roads in Charlton Hayes and requesting them to get these resolved as soon as possible. All councillors will be provided with a copy of the email.

5/08/2021 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr E Martin (ill health).

5/08/2021 - No 3 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.

5/08/2021 - No 4 To consider and approve any dispensations for this meeting.

No applications for dispensations were received.

5/08/2021 - No 5 To consider and approve the minutes of the Meeting of Patchway Town Council held on 15th June 2021 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

5/08/2021 - No 6 To consider and approve the minutes of the Extraordinary Meeting of Patchway Town Council held on 29th June 2021 and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

5/08/2021 - No 7 To note the minutes of the Extraordinary Meeting of The Parks, Open Spaces, Planning and Transport committee held on 6th July 2021 and to approve the following recommendations:

It was unanimously agreed to note the minutes.

- a) **To approve the terms of reference for the Parks, Open Spaces, Planning and Transport Committee.**
RESOLVED: Unanimously agreed to approve the terms of reference.
- b) **To approve the terms and conditions for the hire of grass football pitches for the 2021/2022 season.**
The Chairman of the Parks Committee proposed altering item 16 to state the referee is responsible and no one else for calling off a Gloucestershire County League match on the day of the match at Scott Park.
RESOLVED: Unanimously agreed to approve the terms and conditions with this alteration.
- c) **To approve the terms and conditions for the hire of the Jason Franklin 3G Facility.**
The Chairman of the Parks Committee proposed adding an addition condition to state 'Users are responsible for locking the gate after them when they leave and not letting others in. Failure to adhere to this condition may result in the user not being able to use the facility in the future'. This is as a result of teenagers gaining access and causing potential damage to the pitch.
RESOLVED: Unanimously agreed to approve the terms and conditions with this addition.
- d) **To approve the terms and conditions for the hire of the Twin Lane Cricket Net Facility.**
RESOLVED: Unanimously agreed to approve the terms and conditions.
The Clerk advised she had received a complaint about the use of the cricket nets at 7am although the booking system indicates 8am and loud voices when coaching was taking place.
RESOLVED Unanimously that the clerk writes to the user asking if they could be a quieter during their session.

5/08/2021 – No 8 To note the minutes of the Finance Committee held on 13th July 2021 and to approve the following recommendations:

It was unanimously agreed to note the minutes. The Chairman of the Finance Committee made councillors aware that the rolling three-year budget plan will be considered by all committees.

- a) **To approve the terms of reference for the Finance Committee.**
RESOLVED: Unanimously agreed to approve the terms of reference.

5/08/2021- No 9 To consider and approve the terms of reference for the Personnel Committee.

Several amendments were suggested to the terms of reference and were discussed.

RESOLVED:-Unanimously that all amendments are to be emailed to the Clerk and will be considered at the next Personnel Committee.

5/08/2021 - No 10 Council Finance.

- a) **To note the current financial position of the two bank accounts.**
b) **To note the current financial position of the Town Council's Investments.**
c) **To note the Bank Reconciliation and Bank Statements for June.**
d) **To note the income and expenditure reports for June.**
e) **To note the monthly summary of accounts for June.**
f) **To note the expenditure report for July and to note that payments had been made and authorised by two councillors as per Financial Regulations.**

RESOLVED: It was unanimously agreed to note the reports. The expenditure report for July can be seen below.

| Payee | Invoice Detail | Net (cost to council) £ | VAT £ | Gross £ | Power | Our Ref |
|------------------------------------|--|----------------------------|------------------|-------------------|--|-----------|
| Beard | Patchway CC Redevelopment: Valuation 10. | 114,214.69 | 22,842.94 | 137,057.63 | Local Government Act 1972, s.111 | 07-21-001 |
| Brosch | Refuse Sacks. | 18.00 | 3.60 | 21.60 | Public Health Act 1875 s.164 | 07-21-002 |
| Davies and Partners Solicitors | Professional Fees for Barrister. | 2,000.00 | 400.00 | 2,400.00 | Local Government Act 1972, s.111 | 07-21-003 |
| Davies and Partners Solicitors | Lease Agreement Charges and Advice. | 600.00 | 120.00 | 720.00 | Local Government Act 1972, s.111 | 07-21-004 |
| DCK Accounting Solutions | End of Year Accounts Preparation. | 525.00 | 105.00 | 630.00 | Local Government Act 1972, s.111 | 07-21-005 |
| GB Sports and Leisure | Delivery Charge. | 10.00 | 2.00 | 12.00 | Local Government Act 1972, s.111 | 07-21-006 |
| Gordon Playground Inspections LTD | June Play Area Inspections. | 540.00 | 108.00 | 648.00 | Local Government (Miscellaneous Provisions) Act 1976, s.19 | 07-21-007 |
| Integrale | NSP Pavilion: Ground investigation and report. | 1,167.00 | 233.40 | 1,400.40 | Local Government Act 1972, s.111 | 07-21-008 |
| lonet Systems LTD | Draytek Web Filter Annual License. | 55.00 | 11.00 | 66.00 | Local Government Act 1972, s.111 | 07-21-009 |
| KT Properties LTD | Installation of Goal Posts; Installation of Timber Surround; Removal of Bus Shelter. | 1,817.50 | 363.50 | 2,181.00 | Local Government (Miscellaneous Provisions) Act 1976, s.19 | 07-21-010 |
| National Security Group | May Caretaking costs. | 250.00 | 50.00 | 300.00 | Local Government and Rating Act 1997, s.31. | 07-21-011 |
| N Brock | Tree Work at The Tumps. | 395.00 | - | 395.00 | Public Health Act 1875 s.164 | 07-21-012 |
| Prolific Solutions LTD | June Printing Costs. | 181.74 | 36.35 | 218.09 | Local Government Act 1972, s.111 | 07-21-013 |
| Rob Hailey Signs | Updated times to Scott Park Gates. | 35.00 | - | 35.00 | Public Health Act 1875 s.164 | 07-21-014 |
| Rob Hailey Signs | No Dog Signs for Scott Park. | 378.00 | - | 378.00 | Public Health Act 1875 s.164 | 07-21-015 |
| Raycox Turf LTD | 12 Rolls of Turf. | 61.40 | 12.28 | 73.68 | Public Health Act 1875 s.164 | 07-21-016 |
| South Gloucestershire Council | Mower Call Out and Repair. | 141.56 | 28.31 | 169.87 | Public Health Act 1875 s.164 | 07-21-017 |
| The Bush Consultancy | NSP Pavilion: Architect Services. | 7,250.00 | 1,450.00 | 8,700.00 | Local Government Act 1972, s.111 | 07-21-018 |
| The Bush Consultancy | PCC Project: Architect Services. | 2,500.00 | 500.00 | 3,000.00 | Local Government Act 1972, s.111 | 07-21-019 |
| Roger Loveridge | Expense Form: Padlock | 15.00 | - | 15.00 | Local Government Act 1972, s.111 | 07-21-020 |
| Honeys Rubbish Clearance | Clear Waste from Scott Park Car Park. | 150.00 | 30.00 | 180.00 | Public Health Act 1875 s.164 | 07-21-021 |
| Pro Structures | NSP Pavilion: Structural Engineer. | 660.00 | 132.00 | 792.00 | Local Government Act 1972, s.111 | 07-21-022 |
| Almondsbury Joint Burial Committee | Financial Contribution 2021/2022. | 2,814.00 | - | 2,814.00 | Local Authorities' Cemeteries Order 1977 | 07-21-032 |
| Select Security Solutions | CCTV Call Out. | 67.50 | 13.50 | 81.00 | Local Government and Rating Act 1997, s.31. | 07-21-033 |
| lonet Systems LTD | Casson Centre WAP. | 6.00 | 1.20 | 7.20 | Local Government Act 1972, s.111 | 07-21-034 |
| J & Sons Electrical Services | Light and Clock Site Visit. | 75.00 | - | 75.00 | Parish Councils Act 1957, s.2. | 07-21-035 |
| National Security Group | June Caretaking Charges. | 45.00 | 9.00 | 54.00 | Local Government Act 1972, s.111 | 07-21-036 |
| Zurich Municipal | Insurance Amendment - Changing Rooms and Showers. | 157.51 | - | 157.51 | Local Government Act 1972, s.111 | 07-21-037 |
| South Gloucestershire Council | Pedestrian Sweeper Trial. | 175.00 | 35.00 | 210.00 | Highways Act 1980, ss.43, 50. | 07-21-038 |
| GB Sports and Leisure | Play Area Bark and Goal Net Clips. | 293.25 | 58.65 | 351.90 | Local Government (Miscellaneous Provisions) Act 1976, s.19 | 07-21-039 |
| G B Sports and Leisure | Play area bark | 272.25 | 54.45 | 326.70 | Local Government (Miscellaneous Provisions) Act 1976, s.19 | 07-21-040 |
| | Total for July 2021 | 136,870.40 | 26,600.18 | 163,470.58 | | |

5/08/2021 - No 11 To consider the long-term solution to restrict the travelling community accessing Council land.

- a) **To consider the quotation from preferred supplier, KT Properties, for installing a high kerb line on the entrance way to the Tumps.**

RESOLVED:- Unanimously agreed to reject the quotation as the cost seemed excessive, Cllr Butler volunteered to install additional blocks.

- b) **To consider the quotation from preferred supplier, KT Properties, for installing a plate on the existing barrier.**

RESOLVED: Unanimously agreed to approve the quotation for £360.

5/08/2021 - No 12 To consider the update on Patchway Town Council running their own youth sporting initiative this Summer.

Council was advised that the sports providers were unable to run this initiative during the summer.

RESOLVED- To contact them early next year to ensure the sports initiative could be provided.

5/08/2021 - No 13 To consider and adopt the CCTV Policy

The Clerk suggested an alteration on page 4 that it will be used for protecting the safety of customers to add 'staff and volunteers'.

RESOLVED:-Unanimously to agree the policy with the suggested alteration.

5/08/2021 - No 14 To consider the planning applications received:

- a) [Third land plot, 3 Hayes Way](#) P21/02633/ADV -internal non illuminated signs and non-illuminated signs
- b) [Telephone exchange Gloucester Road](#) P21/04726/F -siting single 20ft storage container within the yard
- c) [Footpath adjacent to 180, Gloucester Road](#) P21/04684/OHLE -application for consent to install a new pole to support overhead service line.
- d) [2, Bevington Close](#)- P21/04915/F- Erection of a single storey rear extension to form additional living accommodation. Erection of a car port.

RESOLVED: It was unanimously agreed to give no objections to the above applications.

5/08/2021 - No 15 To consider Mama's Bristol CIC's request to use Scott Park for an event on Saturday 28th August 2021

RESOLVED:-Unanimously to agree to the picnic on the condition that the appropriate insurances and risk assessments are provided to the Council before the event takes place.

5/08/2021 - No 16 To receive the project manager's reports for the below projects:

a) 3G & Cricket Nets Project.

i) To note the Project Managers report

The project report was noted. Blakedown have completed the work to the trackway and the gate to the 3G has been fixed.

ii) To consider and approve the anti-climb solution for the 3G.

Council were advised that teenagers have been climbing over the fence to gain access to the 3G and opening the gate from the inside to let others in. There are serious concerns in relation to the damage to the 3G surface and the safety of the teenagers climbing the fence. As a result, an anti-climb solution needs to be investigated as soon as possible.

RESOLVED: Unanimously to agree for the anti-climb solution to be investigated and purchased, delegation agreed to the Charman and the Clerk up to £7,500, if the cost is higher than this, it will be brought back to Council to agree.

b) Patchway Community Centre Redevelopment Project.

The project report was noted. The completion date for the first phase is now the 16th August 2021. An initial negotiation meeting with the project manager and the contractor has been arranged for the 11th August 2021.

c) Norman Scott Park Pavilion Redevelopment Project.

i) To note the Project Managers report

ii) To note the approval of the PWLB loan.

The project report and the loan approval were noted.

5/08/2021 - No 17 To note that the next meeting will be the Council meeting on the 21st of September 2021 at 7pm.

The meeting was closed at 20.04.