

## PATCHWAY TOWN COUNCIL

### Minutes of the Meeting of Patchway Town Council held on the 26<sup>th</sup> of April 2021 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:** S Scott (in the chair), R Loveridge, J Butler, K Dando, I Walker, R Walker, S Shambhu, E Martin, B Hopkinson and T Scott.

**In attendance:** L Squire (Clerk), J Turner (Deputy Clerk and RFO) Kathy Hemmings (Second Patchway Scout Group), John Thomas, Tina Brice (Patchway Community Association) and David Wolstenholme (Project Manager; Melrose Associates)

**Absent:** Cllr E Gordon

**Members of the Public:** Two

As the time was 19:00, the Chair, Cllr S Scott called the meeting to order.

#### **26/04/2021--No 1. To receive a presentation from the Second Patchway Scout Group on the challenges faced during the COVID-19 pandemic.**

The Chairman welcomed Kathy Hemmings from the Second Patchway Scout Group who provided an update on what the Scouts had been doing during the COVID-19 pandemic. The Council learned that the Scouts had 75 members before the pandemic and they will all return to face to face to meetings later in the year. They have been hosting Zoom sessions and the uptake has varied but with the Cub section, it has done really well. The Scouts have managed to keep all of their dedicated leaders for Patchway and have stayed afloat thanks to the grants from South Gloucestershire Council. The Scouts managed to raise £250 from their Christmas Trail and will hopefully have their Christmas Float back on the road in December. The Council appreciated the presentation and thanks was given to the whole Scout Group for what they have achieved for the young people in Patchway.

#### **26/04/2021--No 2. To receive any questions from members of the public present.**

No questions were received.

#### **26/04/2021--No 3. To receive any apologies for absence.**

Apologies were received from Cllr J Buddharaju (Family Emergency) and Cllr P Cottrell (Medical).

#### **26/04/2021--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 R Loveridge and K Dando declared an interest in item 28.

#### **26/04/2021-No 5. To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to grant dispensations to Cllrs R Loveridge and K Dando for item 28.

**26/04/2021—No 6. To consider and approve the minutes of the Patchway Town Council held on 16<sup>th</sup> March 2021 and to note any issues.**

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

**26/04/2021--No 7. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 23<sup>rd</sup> March 2021.**

**RESOLVED:** It was unanimously agreed to note the minutes.

**26/04/2021--No 8. To note the minutes of the meeting of the Finance Committee held on 20<sup>th</sup> April 2021 and consider any recommendations:**

- a) **To approve the recommendation that a Public Works Loan Board Loan of £425,000, over a 4-year repayment term at a cost of £97,084.62 per annum is taken out to finance the Scott Park Pavilion Project.**

**RESOLVED:** It was unanimously agreed to approve this recommendation.

- b) **To approve the recommendation to set up a working group to produce an outline plan for the Council to fund their own youth work initiative and identify which Councillors would like to be involved in the group.**

**RESOLVED:** It was unanimously agreed to approve the recommendation and that Cllrs R Loveridge, I Walker, S Scott, K Dando, B Hopkinson would form the working party with the Clerk and Deputy Clerk.

- c) **To approve the recommendation to not reduce the adults football pitch hire fees due to the changing facilities not being available, which is out of the Council's hands due to the COVID-19 restrictions.**

**RESOLVED:** It was unanimously agreed approve the recommendation.

- d) **To approve the recommendation that any requests for outdoor exercise classes will be considered on an individual basis in the future by the Council.**

**RESOLVED:** It was unanimously agreed to approve the recommendation.

**26/04/2021--No 9. 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 March.**  
d) **To note the income and expenditure reports for March.**  
e) **To note the monthly summary of accounts for March.**

**RESOLVED:** It was unanimously agreed to note the reports.

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

**RESOLVED:** It was unanimously agreed to approve the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Avon Local Council's Association	Internal Audit Training for Clerk and Deputy.	£ 60.00	£ -	£ 60.00	Local Government Act 1972, s.111	04-21-011
Avon Local Council's Association	VAT Course for Clerk and Deputy.	£ 60.00	£ -	£ 60.00	Local Government Act 1972, s.111	04-21-012
Armour Analytical Services	Asbestos Survey NSP Pavilion.	£ 530.02	£ 106.00	£ 636.02	Local Government Act 1972, s.111	04-21-013
Robert Acton Product Development	Litter Picking Equipment.	£ 1,210.00	£ 242.00	£ 1,452.00	Open Spaces Act 1906 ss.9-10	04-21-014
Brosch	Black Bags.	£ 83.44	£ 16.69	£ 100.13	Open Spaces Act 1906 ss.9-10	04-21-015
Churches Fire	Annual Service - Callicroft House.	£ 142.85	£ 28.57	£ 171.42	Local Government Act 1972, s.133	04-21-016
Churches Fire	Annual Service - The Casson Centre.	£ 52.65	£ 10.53	£ 63.18	Local Government Act 1972, s.133	04-21-017
CIA Fire and Security	Service Contract for Scott Park Gates.	£ 1,032.80	£ 206.56	£ 1,239.36	Local Government Act 1972, s.111	04-21-018
Gordon Playground Inspections	Playground Inspections - March 2021.	£ 360.00	£ 72.00	£ 432.00	Open Spaces Act 1906 ss.9-10	04-21-019
J & Sons Electrical Services	Remove fire exit box.	£ 57.00	£ -	£ 57.00	Local Government Act 1972, s.111	04-21-020
N Brock	Two stage cut at Allotments.	£ 320.00	£ -	£ 320.00	Open Spaces Act 1906 ss.9-10	04-21-021
N Brock	Tree Work in Scott Park.	£ 790.00	£ -	£ 790.00	Open Spaces Act 1906 ss.9-10	04-21-022
National Security Group	March Caretaking Account.	£ 210.50	£ 42.10	£ 252.60	Local Government and Rating Act 1997, s.31.	04-21-023
Peoplesafe	Annual Contract (Fee unpaid).	£ 195.65	£ 36.13	£ 231.78	Local Government Act 1972, s.111	04-21-024
South Gloucestershire Council	Mower Repair.	£ 88.00	£ 17.60	£ 105.60	Open Spaces Act 1906 ss.9-10	04-21-025
The Bush Consultancy	Architectural Services for NSP Pavilion Project.	£ 7,000.00	£ 1,400.00	£ 8,400.00	Local Government Act 1972, s.111	04-21-026
The Bush Consultancy	Architectural Services for PCC Project.	£ 1,700.00	£ 340.00	£ 2,040.00	Local Government Act 1972, s.111	04-21-027
Thornbury Self Drive Hire	MOT and Service for Truck.	£ 398.05	£ 79.61	£ 477.66	Open Spaces Act 1906 ss.9-10	04-21-028
Thornbury Self Drive Hire	New Tyres and Lense.	£ 382.28	£ 76.46	£ 458.74	Open Spaces Act 1906 ss.9-10	04-21-029
Avon Local Council's Association	Year End Accounts Course for Clerk and Deputy.	£ 60.00	£ -	£ 60.00	Local Government Act 1972, s.111	04-21-030
Brosch	Black Bags.	£ 83.44	£ 16.69	£ 100.13	Local Government Act 1972, s.111	04-21-031
Consortium	Line Marker Spray.	£ 45.09	£ 9.01	£ 54.07	Local Government Act (Miscellaneous Provisions) Act 1976, s.19.	04-21-032
Ecosolve LTD	March Football Pitch Work.	£ 370.00	£ 74.00	£ 444.00	Local Government Act (Miscellaneous Provisions) Act 1976, s.19.	04-21-033
Gatesplus	Gate for Gorse Covert Park.	£ 680.00	£ -	£ 680.00	Open Spaces Act 1906 ss.9-10	04-21-034
Gatesplus	Gate for Bevington Walk Park.	£ 680.00	£ -	£ 680.00	Open Spaces Act 1906 ss.9-10	04-21-035
GB Sports and Leisure	Goal Posts and Nets X2.	£ 2,714.16	£ 542.83	£ 3,256.99	Local Government Act (Miscellaneous Provisions) Act 1976, s.19.	04-21-036
GB Sports and Leisure	Spring Rockers X4.	£ 1,650.00	£ 330.00	£ 1,980.00	Open Spaces Act 1906 ss.9-10	04-21-037
Hyde Craft Carpentry	Deposit for new Casson Centre Door.	£ 143.55	£ -	£ 143.55	Local Government Act 1972, s.133	04-21-038
J & Sons Electrical Services	Remove fire exit box.	£ 57.00	£ -	£ 57.00	Local Government Act 1972, s.111	04-21-039
J & Sons Electrical Services	Reset RCD at Cricket Nets.	£ 52.00	£ -	£ 52.00	Local Government Act 1972, s.111	04-21-040
Murray Steel Buildings	Installation Invoice for Structure.	£ 1,190.00	£ 238.00	£ 1,428.00	Local Government Act 1972, s.111	04-21-041
Prolific Solutions	Printing Costs March 2021.	£ 113.01	£ 22.60	£ 135.61	Local Government Act 1972, s.111	04-21-042
Pro Structures	PCC Project - Structural Engineer.	£ 700.00	£ 140.00	£ 840.00	Local Government Act 1972, s.111	04-21-043
Pro Structures	NSP Pavilion Project - Structural Engineer.	£ 2,035.00	£ 407.00	£ 2,442.00	Local Government Act 1972, s.111	04-21-044
Rob Hainey	Print and Fit two Memorial Signs on Planter and Cricket Net Sign.	£ 65.00	£ -	£ 65.00	Open Spaces Act 1906 ss.9-10	04-21-045
Simply Washrooms	Sanitary Unit - Callicroft House.	£ 151.84	£ 30.37	£ 182.21	Local Government Act 1972, s.133	04-21-046
Simply Washrooms	Sanitary Unit - Casson Centre.	£ 151.84	£ 30.37	£ 182.21	Local Government Act 1972, s.133	04-21-047
Society of Local Council Clerks	Principal Membership for Deputy Clerk.	£ 36.67	£ -	£ 36.67	Local Government Act 1972, s.111	04-21-048
South Gloucestershire Council	Rent of Land outside of Coniston Primary School.	£ 50.00	£ -	£ 50.00	Local Government Act 1972, s.139	04-21-049
The Hilton Cabinet Company	Book of Remembrance.	£ 264.50	£ 52.90	£ 317.40	Local Government Act 1972, s.111	04-21-050
Zurich	Motor Fleet Insurance.	£ 1,790.60	£ -	£ 1,790.60	Open Spaces Act 1906 ss.9-10	04-21-051
Beard	PCC Project - Valuation 7	£ 114,232.75	£ 22,846.55	£ 137,079.30	Local Government Act 1972, s.111	04-21-052
South West Councils	Annual Subscription 2021/2022	£ 445.00	£ 89.00	£ 534.00	Local Government Act 1972, s.111	04-21-053

**26/04/2021--No 10. To consider the recommendations from the Grants Working Party as outlined in their report.**

- a) To approve the recommendation that Patchway Town Council grants £6,200 to Patchway Festival Committee for 'Party in the Park'.**

**RESOLVED:** It was unanimously agreed to approve this recommendation. The Council noted that a ticket system will be used for entry and will be a much reduced event.

- b) To approve the recommendation that Patchway Town Council does not grant £1,000 for Sports Coaching but goes out to tender to find a suitable contractor for this to be contracted to Patchway Town Council for providing free sports sessions for the children of Patchway.**

**RESOLVED:** It was unanimously agreed to approve this recommendation.

**26/04/2021-No 11 To consider and agree the following for the Norman Scott Park Pavilion Project:**

**a) The monthly update report.**

The Council received the report. The Council were pleased to learn that the PQQ had gone out and had a deadline of 4<sup>th</sup> May 2021. The Clerk asked for one independent Councillor to attend a virtual opening of the Pre-Qualification questionnaire and the subsequent tender documents.

**RESOLVED:** It was unanimously agreed that Cllr E Martin would carry out the opening.

**b) To agree the quotations for the asbestos survey.**

**RESOLVED:** It was agreed with one abstention to approve the quotation of £10,425 with a £2,500 contingency from Shield.

**c) To agree the updated plans.**

**RESOLVED:** The updated plans were unanimously agreed by the Council.

**26/04/2021-No 12. To consider changing the hire charges for the Cricket Pitch Hire to a one-off seasonal fee of £1,350 inclusive, which will be exempt from VAT due to the block booking rule.**

**RESOLVED:** It was unanimously agreed to revert back to a seasonal charge for the Cricket Pitch Hire of £1,350.

**26/04/2021-No 13. To consider reviewing the hire charges for the Cricket Net Facility to allow for one-to-one coaching bookings.**

The RFO discussed this item. The Council noted that £36 per hour, for a two-person coaching session, was steep and this was an unknown as the facility was not open when the hire rates were set.

**RESOLVED:** It was unanimously agreed to offer free hire for under 14's, a maximum of four per session and that the bookings would be monitored by the office. This would be reviewed in July 2021.

**26/04/2021-No 14. To consider ways of supporting Mama's Bristol CIC as agreed at the meeting of Patchway Town Council on 16<sup>th</sup> March 2021.**

**RESOLVED:** It was unanimously agreed to set up a working group of Cllrs R Loveridge, I Walker, the Clerk and The Deputy Clerk to meet with the group to find out what support they would need in the Patchway area.

**26/04/2021-No 15. To consider the motion from Cllr R Walker on the placement of a Memorial Plaque in honour of DJ Derek.**

Cllr R Walker discussed this item. The Council noted that an online fundraise was held and the monies raised were enough for a plaque. Cllr R Walker was seeking permission to put this plaque in Scott Park. Cllr S Shambhu stated that he could ask YTL about the placement of a sign in the new development close to where DJ Derek was found. Cllr J Butler suggested that the Council creates a memorial tree garden, in the copse adjacent to the pavilion whereby residents can come and plant a tree with a dedication to someone they wish to remember.

**RESOLVED:** It was unanimously agreed to allow the plaque to be placed in a location in Scott Park, if the conversations with YTL were not successful. It was further resolved to create the tree area in the copse in Scott Park.

**26/04/2021-No 16. To consider allowing Circus Ginnett to use Patchway Town Council land between the dates of 5<sup>th</sup> and 11<sup>th</sup> July 2021, inclusive.**

**RESOLVED:** It was agreed with two against to have further discussions with the circus about their expectations and feedback to the meeting on 4<sup>th</sup> May 2021.

**26/04/2021-No 17. To discuss and approve the locations for the installation of the Patchway map.**

**RESOLVED:** It was unanimously agreed to purchase four maps, rather than three, two of which will be

installed in Patchway and two in Charlton Hayes. It was further resolved for Councillors to email suggested locations to the Deputy Clerk for consideration and bring it back to a future meeting.

**26/04/2021-No 18. To consider removing the bus shelters that Patchway Town Council owns.**

The Clerk discussed this item. The Clerk had received complaints from residents about the anti-social behaviour on one of the stops. The bus shelters are in a poor condition and have not been maintained to a good standard, historically.

**RESOLVED:** It was unanimously agreed to look at the costs of removal and bring the quotes to a future meeting of the Parks, Open Spaces, Planning and Transport Committee.

**26/04/2021-No 19. To set a date of review for Patchway Town Council's Three-Year Plan.**

**RESOLVED:** It was unanimously agreed to review the progress at the Annual Council Meeting each year as well as all the committee's reviewing their areas on a monthly basis.

**Cllr E Martin left the meeting at 20.25.**

**26/04/2021-No 20. To receive an update relating to Highwood Road traffic management and road safety review.**

**RESOLVED:** It was unanimously agreed to write to the Executive Member at South Gloucestershire Council to appeal this decision and ask for a review for the road to be opened to Patchway residents only.

**26/04/2021-No 21. To consider the successful MAF application for the litter picking volunteers at Charlton Hayes and the roll out of the project.**

The Clerk discussed this item. £1500 had been granted by Cllrs S Shambhu, J Buddharaju and B Hopkinson for this scheme as the community litter picks had to stop due to COVID-19. The Clerk told the Council that before any roll out, a full risk assessment would have to be carried out. Cllr R Walker asked whether the Council could carry out the litter picking in Charlton Hayes and Cllr S Shambhu stated that he would seek approval from Bovis for this. Cllr S Shambhu also stated that the litter picker could pick up on the snagging issues and report to Bovis, as previously requested.

**RESOLVED:** It was unanimously agreed to implement the community litter pick scheme with the equipment purchased. It was also further resolved unanimously, to get a Patchway Town Council employee to litter pick in Charlton Hayes. The Clerk would estimate the time needed for this and if applicable, take it to a further personnel committee meeting.

**26/04/2021-No 22. To consider residents' concerns regarding the previous planning application – P20/08429/F – Demolition and phased redevelopment – 8 & 9 Britannia Road.**

Cllr S Shambhu stated that this was escalated to himself and Cllr B Hopkinson and that it was in enforcement process. The Council expressed their unhappiness with the size and look of the building.

**RESOLVED:** It was unanimously agreed for Cllr B Hopkinson and the Deputy Clerk to write to South Gloucestershire Council to express the Council's discontent.

**26/04/2021--No 23. 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 reports from Cllrs B Hopkinson and S Shambhu.

**b) 3G and Cricket Nets Projects.**

The Council noted the report.

**c) Coniston Community Association.**

No update received.

**d) Photography Competition.**

The judging had started and the first few entries into the calendar would be chosen within the next week.

**e) Community Led Housing.**

Cllr S Scott provided an update. The Epney Road site would be the preferred site now.

**26/04/2021--No 24. To note that Cllr G Pykov has resigned from Patchway Town Council.**

The Council noted this and the Chairman would send a letter of thanks to George Pykov for his service.

**26/04/2021--No 25. To note that the next meeting will Annual Meeting of Patchway Town Council on 4<sup>th</sup> May 2021 at 7pm.**

Noted.

**\*CLOSED SESSION\***

**The Council voted with a majority in favour, for a 7-minute comfort break from 20.58-21.05.**

**Cllr T Scott left the meeting at 20.58.**

**26/04/2021--No 26. To receive an update on the Patchway Community Centre Redevelopment Project.**

The Chairman welcomed David Wolstenholme to the meeting to discuss his report. David discussed the ongoing matters with the Council.

**RESOLVED:** It was unanimously agreed that Cllr J Butler, The Clerk, David Wolstenholme, John Thomas and Tina Brice would carry out the negotiation to reach middle ground with the contractor.

**David Wolstenholme, Tina Brice and John Thomas left the meeting.**

**26/04/2021--No 27. To receive an update from the Personnel Committee.**

Cllr J Butler provided an update. The Council noted the reduction in weekend working for the Street Cleaner and that the committee would like to employ some young people for weekend work. The Council noted that the personnel committee have found through investigation, a part time role can be considered as part of the consultation in the ongoing staff process.

**RESOLVED:-** Clerk and Deputy clerk to obtain purchase and rental costs for a street cleaning machine.

**As the time was 21:30, the Council voted unanimously for Standing Orders to be suspended so business could be completed.**

**26/04/2021--No 28. To consider the further deferral of rent payment from Patchway Sports and Social Club until July 2021.**

Cllrs R Loveridge and K Dando declared their interest.

**RESOLVED:** It was agreed with four abstentions to accept the request and extend this to 1<sup>st</sup> August 2021 and delegate powers to the Finance Committee to review the situation. It was further resolved to write off all the rent owed and recommence payments from 1<sup>st</sup> August 2021 as a 'one off' goodwill gesture to help the club get financially stable, this was agreed with four in favour and four abstentions.

**26/04/2021--No 29. To receive an update on the lease agreement.**

**RESOLVED:** It was unanimously agreed to appoint a barrister to review the Council's position.

**The meeting was closed at 21:42.**