

## PATCHWAY TOWN COUNCIL

### Minutes of the meeting of Patchway Town Council held on the 21<sup>st</sup> of September 2021 at 18:30 at Callicroft House, Patchway.

**Councillors:** J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, B Hopkinson, P Cottrell, J Buddharaju, E Martin, S Scott, T Scott, D Lawrence, E Gordon and S Shambhu (19:49).

**In attendance:** J Turner (Town Clerk and RFO).

**Absent:** None.

**Members of the Public:** Four.

As the time was 18:30, 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.

#### **21/09/2021 - No 1 To receive the applications for Co-Option to Patchway Town Council.**

- a) To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.
- b) To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.
- c) To receive a short presentation from Candidate C on why they should be co-opted onto Patchway Town Council.
- d) To resolve to co-opt a candidate to Patchway Town Council.
- e) To receive the co-opted Councillors Declaration of Acceptance of Office and duly sign the form.

**RESOLVED:** It was agreed by the majority, with one vote against, to defer this item to the next meeting, due to one candidate having to isolate, whereby all candidates have an equal opportunity to be co-opted.

#### **21/09/2021 - No 2 To receive a presentation from Sgt Steve Ives, from Patchway Police Station, on crime in Patchway.**

Sgt Steve Ives didn't attend the meeting due to the lengthy agenda. The Council noted that Sgt Ives, would be leaving the force at the end of October.

**RESOLVED:** It was unanimously agreed to make Sgt Steve Ives a Freeman of Patchway. This would be presented at the next Council meeting.

#### **21/09/2021 - No 3 To receive questions from members of the public present.**

No questions were received.

#### **21/09/2021 - No 4 To receive any apologies for absence.**

The Council noted that Cllr Shambhu would be attending later due to a family emergency.

#### **21/09/2021 - 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.



Cllrs R Loveridge, K Dando and P Cottrell declared their interest in items 22 and 34.

**21/09/2021 - No 6 To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was unanimously agreed to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for items 22 and 34.

**21/09/2021 - No 7 To approve the minutes of the Patchway Town Council meeting held on Thursday 5<sup>th</sup> August 2021 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.

**21/09/2021 - No 8 To approve the minutes of the Patchway Town Council meeting held on Tuesday 31<sup>st</sup> August 2021 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.

**21/09/2021 - No 9 To note the minutes of the Finance Committee held on 14<sup>th</sup> September 2021.**

The minutes were noted.

**21/09/2021 - No 10 To resolve that Patchway Town Council meets the criteria to adopt the General Power of Competence, under Localism Act 2011, ss.1-8.**

**RESOLVED:** It was unanimously agreed resolve that Patchway Town Council meets the criteria to adopt the General Power of Competence as more than a third of Councillors are elected and the Town Clerk holds the Certificate in Local Council Administration.

**21/09/2021 - No 11 Council Finance.**

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

The Council noted the current positions as of 21<sup>st</sup> September 2021:

Current Account - £1000

Business Reserve - £22,834.43

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

The Council noted the current positions as of 1<sup>st</sup> September 2021:

CCLA Public Sector Deposit Fund – £1,142,740.57

Cambridge and Counties - £50,000

**c) To note the Bank Reconciliation and Bank Statements for July and August**

**d) To note the income and expenditure reports for July and August.**

**e) To note the monthly summary of accounts for July and August.**

The Council noted these items.

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

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



Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Alan Coward and Son	Hire of Drying Rooms.	£ 257.40	£ 51.48	£ 308.88	Public Health Act 1875, s.164	09-21-007
Beard	PCC Project: Valuation 12.	£ 160,533.85	£ 32,106.77	£ 192,640.62	Local Government Act 1972, s.111	09-21-008
Blakeney Road Allotments	Electricity Charge.	£ 69.83	£ -	£ 69.83	Local Government Act 1972, s.111	09-21-009
Bradley Stoke FC	3G Pitch Refund	£ 300.00	£ -	£ 300.00	Local Government Act 1972, s.111	09-21-010
CIA Fire and Security	Contract for Scott Park facilities.	£ 1,032.80	£ 206.56	£ 1,239.36	Local Government and Rating Act 1997, s.31.	09-21-011
GB Sports and Leisure.	Plastic Net Clips.	£ 27.00	£ 5.40	£ 32.40	Local Government (Miscellaneous Provisions) Act 1976, s.19	09-21-012
Gordon Playground Inspections	August Inspections.	£ 360.00	£ 72.00	£ 432.00	Public Health Act 1875, s.164	09-21-015
N Brock	Tree Work at BMX Track.	£ 590.00	£ -	£ 590.00	Public Health Act 1875, s.164	09-21-016
N Brock	Hedge work at Blakeney Road.	£ 320.00	£ -	£ 320.00	Public Health Act 1875, s.164	09-21-017
Prolific Solutions	Printing Costs - August.	£ 54.54	£ 10.91	£ 65.45	Local Government Act 1972, s.111	09-21-018
Select Security Solutions	CCTV Call Out.	£ 45.00	£ 9.00	£ 54.00	Local Government and Rating Act 1997, s.31.	09-21-019
South Gloucestershire Council	By-Election.	£ 6,163.32	£ -	£ 6,163.32	Local Government Act 1972, s.111	09-21-020
South Gloucestershire Council	Mower Repair.	£ 204.28	£ 40.86	£ 245.14	Public Health Act 1875, s.164	09-21-021
Steve's Garden Care	Outdoor Maintenance Work July and August.	£ 1,148.00	£ -	£ 1,148.00	Public Health Act 1875, s.164	09-21-022
Willbox	Shower Block Hire.	£ 380.00	£ 76.00	£ 456.00	Public Health Act 1875, s.164	09-21-023
Select Security Solutions	CCTV Call Out.	£ 145.00	£ 29.00	£ 174.00	Local Government and Rating Act 1997, s.31.	09-21-024
Peoplesafe	Mandown Device Contract.	£ 1,176.00	£ 235.20	£ 1,411.20	Local Government and Rating Act 1997, s.31.	09-21-025
Rob Hainey Signs	Signs for BMX Track.	£ 55.00	£ -	£ 55.00	Local Government Act 1972, s.111	09-21-026
Rob Hainey Signs	3 Memorial Plaques for Benches.	£ 84.00	£ -	£ 84.00	Local Government Act 1972, s.111	09-21-027
West Country Plumbing and Heating	Connection of new facilities.	£ 2,274.10	£ 454.82	£ 2,728.92	Public Health Act 1875, s.164	09-21-028
Prostructures	PCC Project: Structural Engineer.	£ 487.50	£ 97.50	£ 585.00	Local Government Act 1972, s.111	09-21-029
Prostructures	PCC Project: Extras.	£ 650.00	£ 130.00	£ 780.00	Local Government Act 1972, s.111	09-21-030
Society of Local Council Clerks	Membership Fee: Jack Turner.	£ 401.00	£ -	£ 401.00	Local Government Act 1972, s.111	09-21-031
GB Sports and Leisure.	Safety Hooks for Goals.	£ 61.90	£ 12.38	£ 74.28	Public Health Act 1875, s.164	09-21-032
	<b>Total for September 2021</b>	<b>£ 176,820.52</b>	<b>£ 33,537.88</b>	<b>£ 210,358.40</b>		

**g) To elect a Councillor to carry out the review of the Internal Controls for Month 1 to Month 6.**

**RESOLVED:** It was unanimously agreed to elect Cllr R Loveridge for the review.

**21/09/2021 - No 12 To consider the following planning applications:**

- 1, Falcon Close P21/05335/F- Erection of a single storey front, side and rear extension to form additional living accommodation.**
- 54, Cavendish Road P21/05699/F- Erection of 1no attached dwelling and garage with access, parking and associated works.**
- 24, Thirlmere Road P21/05872/F - Demolition of existing detached building and erection of garden room (resubmission of P20/04360/F).**
- 75, Bradley Road P21/05944/F-Erection of single storey rear extension to form additional living accommodation.**

**RESOLVED:** It was unanimously agreed to raise no objections to these applications.

**21/09/2021 - No 13 To consider the revised scope for the Norman Scott Park Pavilion Project.**

- To consider and approve the revised budget for the project.**
- To consider and approve the revised plans to be submitted to South Gloucestershire Planning Department.**
- To consider negotiating with the current contractors who have tendered for the revised project.**

The Council considered the items together. An email was circulated from the project manager, David Wolstenholme, which stated that the scheme may need to be re-tendered and planning permission, may need to be obtained.

**RESOVLED:** It was unanimously agreed to defer this item and to arrange a meeting of the Norman Scott Park Pavilion Redevelopment Working Group to discuss the plans and other details.



**21/09/2021 - No 14 To consider the revised quote from Insight Security for the security barrier on the 3G Pitch.**

**RESOLVED:** It was unanimously agreed to defer this item to gain more quotations to evidence value for money.

**21/09/2021 - No 15 To elect a Councillor to the Finance Committee to replace Cllr Isobel Walker, who has resigned from the committee.**

**RESOLVED:** It was unanimously agreed to appoint Cllr D Lawrence to the committee.

**21/09/2021 - No 16 adopt the terms of reference for the Personnel Committee.**

**RESOLVED:** It was unanimously agreed to adopt the terms of reference for the Personnel Committee.

**RESOLVED:** It was unanimously agreed to elect the Personnel Committee as Cllrs K Dando, B Hopkinson, R Loveridge and P Cottrell.

**21/09/2021 - No 17 To consider setting up a working party to discuss creating an event for the Queen's Jubilee in June 2022.**

The Clerk advised the Council that they should be leading the way to mark the celebration.

**RESOLVED:** It was unanimously agreed to elect Cllrs K Dando, E Martin and D Lawrence to the working party. It was **further resolved** to apply for a free tree from the scheme being run for the Jubilee.

**21/09/2021 - No 18 To receive an update from the Clerk regarding the Parade and agree to create a plan for the way forward for The Parade.**

The Clerk provided an update from the meeting that was held, with Cllr I Walker, Cllr R Loveridge and Mark Greveson from Bromford. The Council noted that Bromford would not commit to any regular maintenance and were unable to clean the Parade. The Council noted that the Clerk sanctioned the Council's Groundstaff to clear up the raised beds to ensure it was kept tidy for residents and shopkeepers. The Council noted that due to the non-committal attitude from Bromford, that the Council should step in and try to maintain this area.

**RESOLVED:** It was unanimously agreed to allow Patchway Town Council staff to maintain The Parade including the railings. It was further resolved to invite Bromford to a meeting to discuss a way forward for The Parade. It was further resolved to write to Toby Savage, the leader of South Gloucestershire Council, to ask why Bromford aren't being held to account. It was also further resolved to ask South Gloucestershire Council for the agreement between them and Bromford for that area.

Cllr B Hopkinson suggested that in South Gloucestershire Council's budget setting, that some money should be allocated to the parade. Cllr S Scott commented that this was rejected at the previous years budget setting but would support another proposal at district level.

**21/09/2021 - No 19 To consider applying for the Local Council Award Scheme.**

**RESOLVED:** It was unanimously agreed to look into applying for the 'Quality Status' with aspiration to reach 'Gold' in the next civic year.

**21/09/2021 - No 20 To receive an update on the lease agreement for The Casson Centre.**

The Clerk provided an update. A letter would be sent to the Trustee to nullify the lease, which has been provided by the Council's solicitor.

**21/09/2021 - No 21 To consider extending the Free Cricket Net Practice for Under 14's.**

**RESOLVED:** It was unanimously agreed to extend the scheme until December 2021. The Council noted that 14 families have used it for training.

**21/09/2021 – No 22 To consider a dedication to an officer of Patchway Sports and Social Club for their service to the community of Patchway.**



**RESOLVED:** It was agreed by a majority, with three abstentions, to make Doug Coles a Freeman of Patchway. This would be presented at the October Council meeting.

**21/09/2021 - No 23 To consider the correspondence from Mamas Bristol CIC regarding the use of The Casson Centre.**

**RESOLVED:** It was unanimously agreed to reject the request for permanent use of The Casson Centre as this would preclude any groups from using the centre. It was further resolved to review the hire agreement with reference to usage and storage space.

**21/09/2021 - No 24 To consider the correspondence from the Residents Association of Charlton Hayes (ReACH), in relation to their grant funding.**

**RESOLVED:** It was agreed by a majority, with one vote against, to uphold the decision of the Grants Working Party and invite ReACH to reapply for the outstanding balance once the project has been completed.

**21/09/2021 – No 25 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2021/2022.**

**a) Community Engagement.**

The Clerk discussed the progress with the Council. It was noted that the Council would like to progress the ideas for live streaming of meetings, community newsletter and a range of community events to get Patchway looking nice. The Clerk would look into these.

	<b>Community Engagement</b>
<b>Timescale for Implementation</b>	<b>Full Council</b>
<b>2021/2022</b>	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Quarterly Newsletter
	Flyers and Leaflets.

**21/09/2021 - No 26 To adopt the following policies:**

- a) Communications Policy.**
- b) Modern Slavery Charter.**
- c) Complaints Policy.**
- d) Volunteering Policy.**

**RESOLVED:** It was unanimously agreed to adopt the policies.

**21/09/2021 - No 27 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 Cllr S Scott on the WECA Bus Scheme Improvement plan in the North Fringe and the Master Plan for improving the North Fringe, in particular transport. The Council also noted a report from Cllr S Shambhu who provided an update



on the swing being installed at Sparrowbill Park and that Charlton Boulevard would be closed for five days.

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

The report was noted. There had been no change since the last report.

**c) Patchway Community Centre redevelopment.**

The project report was noted. The Council noted that the project manager's estimated finish date for phase one was 28<sup>th</sup> September and phase two 16<sup>th</sup> November 2021.

**d) Norman Scott Park Pavilion**

The update came earlier on the agenda and no additional items were covered.

**e) Coniston Community Association.**

Cllr E Gordon provided an update. The café manager had now left and was replaced by her assistant.

**f) Photography Competition.**

The Deputy Clerk provided an update. The winners for the first two rounds had been announced. Quotes were being obtained for the production of the calendar.

**g) Community Led Housing.**

No update was given.

**h) Youth Work Working Party.**

The Council received an update. A meeting was to be held with Ternaya Cummings, who had left Southern Brooks, to create a new organisation. Cllr B Hopkinson provided an update on the South Gloucestershire Council's continuation of youth funding to Southern Brooks until 2024.

**i) Patchway Festival.**

The Clerk provided an update. The Festival Committee had now disbanded and wanted to hand the event back to Patchway Town Council.

RESOLVED: It was unanimously agreed to set up a Patchway Festival Working Group of Cllrs J Buddharaju, I Walker, R Loveridge, D Lawrence and B Hopkinson. It was further resolved to ask any old committee members to join as well as getting feedback from residents.

**j) Patchway Remembrance Service.**

The Council noted the service would be held on 21<sup>st</sup> November at Scott Park. There would be no march this year.

**21/09/2021 - No 28 To note that the next meeting will be held on Tuesday 19<sup>th</sup> October 2021 at 7pm.**

Noted.

**21/09/2021 - No 29 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.

**21/09/2021 - No 30 To consider any recommendations from the Personnel Committee held on Monday 20<sup>th</sup> September 2021.**



- a) **To advertise the job role of Assistant Town Clerk/Facilities Manager for a period of two weeks.**

The Council considered this item at length. A lot of discussion was had around the role of the Clerk and Responsible Finance Officer and whether it should be separate roles. The Chair of the Personnel Committee confirmed that in future, this role could be separate, if the right candidate is appointed.

**RESOLVED:** It was unanimously agreed to advertise the job as per the job description.

- b) **To advertise the job role of Assistant Grounds Person for a period of two weeks.**

**RESOLVED:** It was unanimously agreed to advertise the job as per the job description.

- c) **To adopt the Employers Pension Discretions Policy.**

**RESOLVED:** It was unanimously agreed to adopt the policy.

- d) **To adopt the Grievance Policy.**

**RESOLVED:** It was unanimously agreed to adopt the policy.

- e) **To adopt the Disciplinary Procedure.**

**RESOLVED:** It was unanimously agreed to adopt the policy

- f) **To agree to pay the staff bonuses.**

**RESOLVED:** It was unanimously agreed to refer this item back to the personnel committee for further clarification.

- g) **To advertise for the role of Lead Groundsman until 30th September.**

**RESOLVED:** It was unanimously agreed to advertise the job as per the job description.

**21/09/2021 - No 31 To consider the appointment of the Outdoor Maintenance Contractor on a three day per week basis as the trial period has now come to an end.**

**RESOLVED:** It was unanimously agreed to appoint the contractor on a three day basis until December 2021, when it will then be reviewed.

**Cllr T Scott left the meeting at 20:34.**

**21/09/2021 - No 32 To consider the estimated final account for the Patchway Community Centre project.**

The Council considered the budget report compiled by the project manager.

**RESOLVED:** It was agreed with a majority, with one against, to finish the planned phases and to not fund any more money towards this project from the Council's own funds. It was further resolved to hold a meeting with the representatives from the Community Centre to inform them of this. It was further resolved to request that all outstanding issues are resolved as quick as possible on behalf of the Council.

**21/09/2021 - No 33 To receive an update on the Lease Agreement.**

This item was considered after item 34. Cllr E Gordon declared an interest and left the meeting at 21:13.

**RESOLVED:** It was unanimously agreed to withhold the grant for the foreseeable future and that this matter was now closed.

**21/09/2021 - No 34 To receive an update on the lease agreement for the changing rooms within Patchway Sports and Social Club.**



**RESOLVED:** It was unanimously agreed continue discussions with the club and to circulate the lease to all members.

**The meeting was closed at 21:20.**

A handwritten signature in black ink, appearing to read 'A. H. Buller -', located in the upper right quadrant of the page.