

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 20th October 2020 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, P Cottrell, J Butler, R Walker, I Walker, S Shambhu, B Hopkinson, E Martin, K Dando, T Scott, G Pykov and J Buddharaju (19:01).

In attendance: L Squire (Clerk), J Turner (Deputy Clerk and RFO)

Absent: None

Members of the Public: 4

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

20/10/2020--No 1. To receive a presentation from Ternaya Cummings regarding 'The Community Spirit in Patchway' survey.

The Chairman welcomed Ternaya Cummings to the meeting. Ternaya presented the Council with the community spirit in Patchway survey and the results that were found from the survey. There were a lot of positives around the fact that people feel safe in Patchway and that community relationships are strong. The community wanted to see more community hubs in the area and a reduction in the amount of litter on the street. Ternaya confirmed she would send the presentation to the Council office with the locations of people who had been surveyed for all members to see. The Chairman thanked Ternaya and she left the meeting.

20/10/2020--No 2. To receive any questions from members of the public present.

There were no questions raised by the public.

20/10/2020--No 3. To receive any apologies for absence.

Cllr E Gordon (working). It was proposed that the Council did not accept this apology however this motion was defeated by seven votes against the motion.

RESOLVED: It was agreed with seven in favour to accept the apology.

20/10/2020--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.

20/10/2020—No 5. To consider and approve the minutes of the Patchway Town Council held on 15th September and to note any issues.

RESOLVED: To unanimously agree the minutes as a true and accurate record.

20/10/2020--No 7. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 22nd September 2020 and consider any recommendations:

a) To approve the recommendation that the Council approves the amended terms and conditions for hire of the 3G pitch.

b) To approve the recommendation that the Council approves the amended terms and conditions for the Cricket Net facility.

- c) To approve the recommendation that the Council purchases, from Earmarked Reserves, three benches to commemorate VE Day, two to be installed in Scott Park and one in Charlton Hayes.**
- d) To approve the recommendation that the Council dissolves the Scott Park Advisory Committee and existing members are invited to quarterly meetings of the Parks, Open Spaces, Planning and Transport committee.**

RESOLVED: It was agreed with one abstention to note the minutes and approve all the recommendations.

20/10/2020--No 8. To note the minutes of the meeting of the Finance Committee held on 13th October 2020 and consider any recommendations:

- a) To note the three-year budget framework and send any amendments or additions to the RFO via email by November 1st so that the budget setting process can be informed.**
- b) To approve the recommendation that the Council earmarks £20,000 into the 'New Projects' reserve code for future use on any Council projects.**

RESOLVED: It was agreed with one vote against to note the minutes and approve all the recommendations.

20/10/2020--No 9. Council Finance.

- a) To note the current financial position of all three bank accounts**
- b) To note the Bank Reconciliation and Bank Statements for September**
- c) To note the income and expenditure reports for September**
- d) To note the monthly summary of accounts for September**

RESOLVED: It was unanimously agreed to note the reports.

- e) To approve the expenditure report and authorise payments.**

RESOLVED: To unanimously agree the expenditure report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Advanced Security Systems LTD	24hr Alarm Monitoring 31st May 2020 to 31st May 2021. Annual service for Pavilion.	£ 237.00	£ 47.40	£ 284.40	Local Government Rating Act 1997	10-20-002
Advanced Security Systems LTD	24hr Alarm Monitoring 31st May 2020 to 31st May 2021. Annual service for Blakeney Road Allotments.	£ 210.00	£ 42.00	£ 252.00	Local Government Rating Act 1997	10-20-003
Advanced Security Systems LTD	Door Entry System at Callicroft House.	£ 860.00	£ 172.00	£ 1,032.00	Local Government Rating Act 1997	10-20-004
Airmec Essential Services	Legionella Sampling in Changing Rooms.	£ 180.00	£ 36.00	£ 216.00	Public Health Act 1875 s164.	10-20-005
Almondsbury Joint Burial Committee	AJBC Contribution 2020/21.	£ 2,732.00	£ -	£ 2,732.00	Local Government Act 1972 S214 (6)	10-20-006
Avoncrop Amenity Products	Surrey Loam and Cricket Grass Seed.	£ 191.50	£ 19.70	£ 211.20	Open Spaces Act 1906 s9 & s10	10-20-007
Beard LTD	Patchway Community Centre Redevelopment 1 - Valuation 1 as agreed by David Wolstenholme.	£ 19,554.80	£ 3,910.96	£ 23,465.76	LGA 1972 S133	10-20-008
Blakedown Sport and Play	MUGA and Cricket Net Facility - Valuation 3 as agreed by David Wolstenholme.	£ 159,511.93	£ 31,902.39	£ 191,414.32	LGA 1972 S134	10-20-009
Brosch	Heavy Duty Refuse Sacks.	£ 77.84	£ 15.57	£ 93.41	Public Health Act 1875 s164.	10-20-010
Cook Brown Building Control	Approved inspector services for Patchway Community Centre redevelopment.	£ 1,550.00	£ 310.00	£ 1,860.00	LGA 1972 S111	10-20-011
Consortium	Mop Bucket and handle. Black sacks. Toilet Cleaner and Stationary.	£ 69.91	£ 13.98	£ 83.89	Public Health Act 1875 s164.	10-20-012
Consortium	Hoover.	£ 103.39	£ 20.68	£ 124.07	Public Health Act 1875 s164.	10-20-013
Consortium	Mop handles, toilet rolls and suspension files.	£ 46.85	£ 9.37	£ 56.22	Public Health Act 1875 s164.	10-20-014
Consortium	Lever Arch Files and Punch Pockets.	£ 21.50	£ 4.30	£ 25.80	LGA 1972 S111	10-20-015
Davies and Partners Solicitors.	Services in relation to the lease agreement.	£ 370.00	£ 74.00	£ 444.00	LGA 1972 S111	10-20-016
Davies and Partners Solicitors.	Services for the Patchway Community Centre Bond and Contract.	£ 2,996.00	£ 599.20	£ 3,595.20	LGA 1972 S111	10-20-017
EE	Phone Bill for Office Administrator phone.	£ 3.01	£ 0.60	£ 3.61	LGA 1972 S111	10-20-018
FRS Countrywear LTD	Safety Boots X 2.	£ 140.85	£ -	£ 140.85	Open Spaces Act 1906 s9 & s10	10-20-019
George Carr and Sons LTD	Strimmer Head and Spring.	£ 26.80	£ 5.36	£ 32.16	Open Spaces Act 1906 s9 & s10	10-20-020
G.W Parker	Tree Work at Scott Park (Overhang to 3G).	£ 520.00	£ -	£ 520.00	Open Spaces Act 1906 s9 & s10	10-20-021
Mant Leisure LTD	Replacement panel for multiplay.	£ 58.00	£ 11.60	£ 69.60	Open Spaces Act 1906 s9 & s10	10-20-022
Melrose Associates	Patchway CC Redevelopment - Pre-Contract Services.	£ 4,860.00	£ -	£ 4,860.00	LGA 1972 S111	10-20-023
Melrose Associates	Post-Contract work for MUGA and Cricket Nets.	£ 2,275.00	£ -	£ 2,275.00	LGA 1972 S111	10-20-024
National Security Group	Scott Park Static Security.	£ 1,736.00	£ 347.20	£ 2,083.20	Open Spaces Act 1906 s9 & s10	10-20-025
Prolific Solutions	Printing Costs September.	£ 28.67	£ 5.74	£ 34.41	LGA 1972 S111	10-20-026
Prostructures	Structural Engineering Services for PCC Project.	£ 765.00	£ 153.00	£ 918.00	LGA 1972 S111	10-20-027
SAS Electrical Solutions	Install Main Fuse as Requested.	£ 150.00	£ 30.00	£ 180.00	Open Spaces Act 1906 s9 & s10	10-20-028
Select Security Solutions LTD	Annual Maintenance Fee Rodway Road CCTV.	£ 350.00	£ 70.00	£ 420.00	Local Government Rating Act 1997	10-20-029
South Gloucestershire Council	Ignition Barrel for Mower.	£ 50.94	£ 10.19	£ 61.13	Open Spaces Act 1906 s9 & s10	10-20-030
South Gloucestershire Council	Collection and Delivery of Mower.	£ 45.40	£ 9.08	£ 54.48	Open Spaces Act 1906 s9 & s10	10-20-031
South Gloucestershire Council	Breakdown Callout and new starting motor.	£ 68.10	£ 13.62	£ 81.72	Open Spaces Act 1906 s9 & s10	10-20-032
South Gloucestershire Council	Repairs to Cricket Roller.	£ 90.18	£ 18.04	£ 108.22	Open Spaces Act 1906 s9 & s10	10-20-033
Spartan Motor Factors	Anti-freeze.	£ 12.04	£ 2.41	£ 14.45	Open Spaces Act 1906 s9 & s10	10-20-034
The Bush Consultancy	Architectural Services for NSP Pavilion project.	£ 6,000.00	£ 1,200.00	£ 7,200.00	LGA 1972 S111	10-20-035
The Bush Consultancy	Architectural Services for PCC Redevelopment Project.	£ 2,000.00	£ 400.00	£ 2,400.00	LGA 1972 S111	10-20-036
Thornbury Self Drive Hire LTD	Monthly tracker subscription.	£ 26.00	£ 5.20	£ 31.20	Open Spaces Act 1906 s9 & s10	10-20-037
Waspskill UK Pest Control	Remove wasp nest at The Tumps.	£ 150.00	£ -	£ 150.00	Public Health Act 1875 s164.	10-20-038
J Turner	Reimbursement for Face Masks.	£ 16.00	£ -	£ 16.00	LGA 1972 S111	10-20-039
J & Sons Electrical Services	Disconnect Power to Container.	£ 60.00	£ -	£ 60.00	LGA 1972 S111	10-20-040
Prostructures	PCC Redevelopment - Structural Engineering Services	£ 765.00	£ 153.00	£ 918.00	LGA 1972 S111	10-20-041
Armour Analytica	PCC Redevelopment - Asbestos Survey	£ 826.28	£ 165.26	£ 991.54	LGA 1972 S111	10-20-042
National Security Group	Static Security for Scott Park - September	£ 2,408.50	£ 481.70	£ 2,890.20	Local Government Rating Act 1997	10-20-043
Hi Q Tyres	Mower Tyre Repair	£ 65.95	£ 13.19	£ 79.14	Open Spaces Act 1906 s9 & s10	10-20-044
Tincknell Fuels	Gas Oil	£ 1,124.63	£ 56.23	£ 1,180.86	Open Spaces Act 1906 s9 & s10	10-20-045
	Total for October 2020	£213,335.07	£40,328.97	£253,664.04		

f) To review the 'Preferred Suppliers List' and agree any amendments.

RESOLVED: It was agreed with one abstention to approve the list.

20/10/2020--No 10. Patchway Town Council's Strategic Plan – 2021-2023:

a) To consider any additions to the plan and agree any actions.

b) To consider any removals from the plan and agree any actions.

c) To consider putting the plan out for a period of online public consultation for one month until 23rd November and agree any actions.

RESOLVED: It was unanimously agreed to publish the plan as drafted for the period of public consultation.

20/10/2020--No 11. To consider the report from the Grants Working Party and the following recommendations:

a) To approve the recommendation that Council defers all grants except one due to the ongoing COVID-19 situation as detailed in the report.

b) Evoking Standing Order 7a, the council approves the recommendation to re-visit the earmarking of £2250 for ReACH and that the £2250 should no longer be earmarked and just taken from the 'General Grants' budget. (Minute reference: 16/06/2020--No 15 To consider the recommendation from the Grants Working Party as detailed in the Report on Grants 2020 document and agree any actions.)

RESOLVED: To unanimously agree the recommendations from the working party. Further resolved to grant Patchway Town FC with £500.

20/10/2020--No 12. To consider the grant request from the Residents Association of Charlton Hayes and agree any actions.

RESOLVED: It was agreed with two abstentions to put this request into the Grant's Working Party in January 2021.

20/10/2020--No 13. To debate the motion from Councillor Roland Walker in relation to 'The Highwood Road Consultation' and agree any actions.

Cllr R Walker introduced this item. South Gloucestershire Council were looking at the traffic order for Highwood Road so that buses could turn into Charlton Boulevard. However, it was stated that the whole order should be looked at again to re-open it to the people of Patchway.

RESOLVED: It was unanimously agreed to write to South Gloucestershire Council stating the Council's opinion that Highwood Road should be re-opened but only for the people of Patchway to use.

20/10/2020--No 14. To consider the report on the funding for the new Pavilion at Scott Park and the relocation of the Council offices.

The Clerk introduced this item. The Clerk was looking for the Council to agree for the offices to be moved from Callicroft House to Scott Park Pavilion based on the numerous advantages to the Council. However, some Councillors expressed their concerns over the viability of renting out Callicroft House and wanted to see a succinct business plan for the offices. It was proposed to agree that the staff should be re-located to Scott Park Pavilion and that the Council agree a PWLB loan in principle to fund any shortfall in the new pavilion project the actual amount and repayment term to be finalised at a future Council meeting.

An amendment was proposed that a business plan for Callicroft House should be drafted and presented to the Council. This motion was passed with seven in favour of it.

RESOLVED: It was agreed with two abstentions that, the Council should relocate their offices to Scott Park Pavilion and that the Council agree a PWLB loan in principle to fund any shortfall in the new pavilion project, a business plan for the rent or sale of Callicroft House will be drafted and presented to the Council to finalise the actual amount and repayment term.

20/10/2020--No 15. To consider the Professional Service Agreement for all professionals for the Patchway Community Centre Redevelopment project using 'NEC 4 Short Contract' and consider that Melrose administers the agreement for £373.50 plus delivery per agreement:

a) The Bush Consultancy (Architect)

b) Watt Design (Mechanical and Engineering)

c) Pro Structures (Structural)

RESOLVED: It was unanimously agreed that the Council tasks Melrose to complete these agreements.

20/10/2020--No 16. To consider the report from the Clerk and Deputy Clerk regarding the challenges in ensuring deadlines were met with respect to insurances and the bond for the Patchway Community Centre Redevelopment project.

The Clerk introduced this item. There were lessons to be learnt from all sides when it came to the major projects that the Council were undertaking. Moving forward, the Council are now more aware of what needs to be done with regards to the key projects.

RESOLVED: It was unanimously agreed to note the report.

20/10/2020--No 17. To consider the nominations for Patchway Town Council 'Community Awards' and agree any actions.

RESOLVED: It was unanimously agreed to give community awards to the following people: Laura Jones (Morrisons, Cribbs Causeway), Connor McAvoy, Oscar Turner, Lia Fearon, Mia Caswell, Ivana Dimitrova, Ruth Ramsay, Laura Williamson, Tracey Saroe.

20/10/2020--No 18 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 S Scott, B Hopkinson, S Shambhu.

b) Patchway Community Centre Redevelopment Project

The Council considered the report from the project manager. It was noted that there was a delay in planning for the variation to the application, which the Clerk had raised with Brian Glasson.

c) 3G and Cricket Nets Projects.

The Council were advised and agreed to consider this report in closed session.

d) The Pavilion Project.

The Council noted the report from the project manager. The full planning application had now been submitted and paid.

e) Coniston Community Association.

No update was given.

f) Rodway Road Community Planting Day on 27th October.

g) Charlton Hayes Steering Group – 1st October Minutes.

h) Patchway 'Love Where You Live' Meeting.

i) An update on Patchway events happening at Halloween.

j) Virtual Diwali Festival.

k) Community Led Housing report from Jenny Vernon.

The Council noted the above items.

20/10/2020--No 19. To note that the next meeting will be on the 17th November 2020 at 7pm.
Noted.

CLOSED SESSION

20/10/2020--No 20. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

c) 3G and Cricket Nets Project.

The Council noted the report.

RESOLVED: It was unanimously agreed to instruct the contractor to fix the kickboards onto the 3G pitch.

20/10/2020—No 21. To consider any recommendations from the Personnel Committee and agree any actions:

a) To approve the recommendation that the Council agrees the NJC pay and holiday award for 2020/2021 for all staff on the NJC scale.

RESOVLED: It was unanimously agreed that the Council implements this. Further resolved to investigate asking Patchway Town Council's Ground Staff to walkaround Charlton Hayes creating a snagging list to be reported through the officers to Bovis and the District Councillors.

b) To approve the recommendation that the Council agrees to move the Deputy Clerk and RFO from SCP 27 to SCP 29 in accordance with the line management duties.

c) To approve the recommendation that the Council pays for an Occupational Health referral for a former employee.

d) To approve the recommendation that the Council enters into a three-year agreement with 'People Safe' for the 'Man-Down' devices at a cost of £1176 per year.

e) To approve the recommendation that the Council sends the 4 permanent grounds staff on the hedge cutting and 2 permanent grounds staff on the strimmer and brush cutter training course at a cost of £2,085

f) To approve the recommendation that the Council adopts the 'Training Statement of Intent for Staff and Members'.

g) To approve the recommendation that the Council adopts the new 'Absence Management policy'.

h) To approve the recommendation that the Council adopts the following new policies for Debit Card usage

i) To approve the recommendation that the Council re-adopts the following unchanged policies:

- i. Member/Officer Protocol**
- ii. Code of Conduct for Employees**
- iii. Time Off in Lieu Policy**
- iv. Use of Council Equipment Policy**
- v. Home Working Policy**
- vi. Bereavement Leave Allowance**
- vii. PPE Policy**
- viii. COSHH Policy**
- ix. Manual Handling Policy**
- x. Fire Policy**
- xi. Health and Safety Policy**
- xii. Stress Policy**
- xiii. Bullying and Harassment Policy**
- xiv. Communications for Employees Policy**

RESOLVED: It was unanimously agreed to approve the recommendations.

20/10/2020--No 22. To receive an update on the pending issues on the lease agreement.

The Council noted the updated.

The meeting was closed at 21:13.