

PATCHWAY TOWN COUNCIL

Minutes of the Extraordinary Meeting of Patchway Town Council held on the 29th of June 2021 at 19:00 at Patchway Community Centre.

Councillors: J Butler (Chairman), R Loveridge, S Shambhu, K Dando, P Cottrell, , S Scott, R Walker, E Martin, D Lawrence, B Hopkinson (19:04) and J Buddharaju (19:04)

In attendance: L Squire (Clerk), J Turner (Deputy Clerk and RFO) and David Wolstenholme (Melrose Associates)

Absent: T Scott.

Members of the Public: One.

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

29/06/2021 - No 1 To receive questions from members of the public present.

No questions were received.

29/06/2021 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr I Walker (Prior Engagement) and E Gordon (Holiday)

29/06/2021 - 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.

29/06/2021 - No 4 To consider and approve any dispensations for this meeting.

No applications for dispensations were received.

29/06/2021 - No 5 To elect a member to the Youth Work Working Party to replace Cllr I Walker.

The Chairman updated the Council, stating that Cllr I Walker would like to stay on the working party.

29/06/2021 - No 6 To consider and approve annual accounts and annual procedures:

a) To consider and approve the Annual Accounts for 2020/2021.

RESOLVED: It was unanimously agreed to approve the annual accounts with the resignation dates of Cllrs T Bathe-Taylor and G Pykov included.

b) To note the Internal Auditor's Report Section of the AGAR 2020/2021.

The Council noted this report. The Council thanked the officers for the work carried out on this to achieve the high standard indicated in the report.

c) To receive and approve the Annual Governance Statement 2020/2021.

RESOLVED: It was unanimously agreed to give no negative assurances on the governance statement and to approve the statement.

d) To receive and approve the Accounting Statements for 2020/2021 and to receive the explanation of variances.

RESOLVED: It was unanimously agreed to approve the accounting statements with the re-statement of the 2019/2020 figure for assets. The RFO explained the variances and the explanation of high reserves.

e) To note the period of public rights and publication of the Annual Governance and Accountability Return.

The Council noted that the announcement would be made on Wednesday 30th June 2021, with the period starting on 1st July 2021 and running to 11th August 2021.

29/06/2021 - No 7 To consider and approve items related to the tender for the Norman Scott Park Pavilion Project:

a) The tender document for the redevelopment of the Pavilion at Norman Scott Park.

Council received an update from the project manager and he advised that there had been a very good response to the pre qualification questionnaire.

RESOLVED: It was unanimously agreed to agree the tender document and the associated appendices.

b) To agree the shortlist of contractors from the Pre-Qualification evaluation to receive the tender documents.

The Clerk informed the Council that two of the contractors on the list had pulled out but the Council had five contractors to issue the tender to with a return timescale of 5/6 weeks.

RESOLVED: It was agreed with one abstention to agree the shortlist of five contractors.

29/06/2021 – No 8 Council Finance.

a) 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
A Cleaning Service	Clearance of rubble and debris at The Tumps.	£ 450.00	£ 90.00	£ 540.00	Public Health Act 1875 s.164	06-21-017
Avoncrop	Grass Seed.	£ 110.50	£ 3.50	£ 114.00	Public Health Act 1875 s.164	06-21-018
Blakeney Road Allotment Society	Electricity for Sheds.	£ 61.57	£ 3.08	£ 64.65	Local Government Act 1972, s.111	06-21-019
Building Supplies (Patchway)	Top Soil.	£ 53.30	£ 10.66	£ 63.96	Public Health Act 1875 s.164	06-21-020
Dragon Play and Sports	Installation of new slide unit at Blakeney Road.	£ 5,248.00	£ 1,049.60	£ 6,297.60	Public Health Act 1875 s.164	06-21-021
Gordon Playground Inspections	May Play Area Inspections.	£ 360.00	£ 72.00	£ 432.00	Public Health Act 1875 s.164	06-21-022
Hyde Craft Carpentry	Window Seal Repair at Casson Centre.	£ 106.80	£ -	£ 106.80	Local Government Act 1972, s.111	06-21-023
Iris	Annual Payroll Fee.	£ 253.00	£ 50.60	£ 303.60	Local Government Act 1972, s.111	06-21-024
KT Properties LTD	Removal and Installation of Equipment.	£ 2,275.50	£ 455.10	£ 2,730.60	Public Health Act 1875 s.164	06-21-025
Solum Surveying LTD	CCTV Survey at NSP.	£ 550.00	£ 110.00	£ 660.00	Local Government Act 1972, s.111	06-21-026
Zurich Municipal	Insurance Renewal 2021/2022.	£ 6,883.75	£ -	£ 6,883.75	Local Government Act 1972, s.111	06-21-027
	Total for June 2021	£ 16,352.42	£ 1,844.54	£ 18,196.96		

29/06/2021 – No 9 To consider the quotation report for temporary changing rooms at Scott Park, whilst the Pavilion development is underway.

The Chairman expressed the need to have a meeting of the Parks, Open Spaces, Planning and Transport Committee to look into this in more detail before any decisions are made.

RESOLVED: It was unanimously agreed to defer the quote to an Extraordinary Meeting of the Parks, Open Spaces, Planning and Transport Committee to be held on 6th July 2021. It was further resolved, unanimously, to move the planned Extraordinary Meeting of Patchway Town Council into the usual Full Council meeting on 20th July 2021. It was noted that the Finance Committee will be held on 13th July 2021 as planned.

29/06/2021 - No 10 Council Finance.

- a) To consider the quotation from preferred supplier, GB Sports and Leisure, for an outdoor tennis table as per the request from residents at Arlingham Way Pocket Park, noting that the equipment will be maintained by the family who look after the planters.**

- b) To consider the quotation from preferred supplier, GB Sports and Leisure, for five spring rockers, to be installed at Scott Park, to replace the ones that need to be removed as per the condition of the equipment.
- c) To consider the quotation from preferred supplier, KT Properties, for the installation of five spring rockers at Scott Park.

RESOLVED: It was unanimously agreed to defer these items to the Parks, Open Spaces, Planning and Transport Committee.

29/06/2021 - No 11 To consider the long-term solution to restrict the travelling community accessing Council land now that more information has been obtained.

- a) To consider the quotation from preferred supplier, Select Security Solutions, to install two CCTV camera's at The Tumps.
- b) To consider the quotation from preferred supplier, N Brock, for removing some tree branches to enable the CCTV cameras to be installed.
- c) To consider the quotation for the two 'rise and fall' bollards now that the specification has been circulated to all Councillors.
- d) To consider the quotation from Ecosolve to repair the grass areas at The Tumps due to the damage caused by the travellers.

RESOLVED: It was unanimously agreed to defer these items to the Parks, Open Spaces, Planning and Transport Committee.

29/06/2021 - No 12 To consider the costings for Patchway Town Council to run their own youth sporting initiative for a period of time as deferred from the meeting on 15th June 2021.

The Council considered the report decided to choose option C, as below:

- Seven Coaching Sessions per week at two hours each – 14 Hours of Coaching per week.
- Drop In Sessions – Any age/ability.
- Same Time Every Day.
- Due to the number of children that may be involved and with social distancing bubbles, it is advised to get two coaches at £35 per hour. (£140 for Two Hours for Two Coaches)

RESOLVED: It was unanimously agreed to run the sessions from 2nd August 2021 to 28th August 2021, using both contractors, Signature Sports Coaching and Progressive Sports. The cost to the Council will be £3780.

29/06/2021 - No 13 To consider the correspondence from Patchway Sports and Social Club regarding displaying of banners that are 3000mm by 600mm in size.

RESOLVED: It was unanimously agreed to grant permission to display the banner in Scott Park subject to the Club checking if they need any special permissions or licenses from the planning authority.

29/06/2021 - No 14 To consider the request from Coniston Community Association regarding the displaying of banners outside of the Community Centre.

RESOLVED: It was unanimously agreed to say no objections to the displaying subject to the correct permissions and licenses being obtained, which would need to be sent to the Clerk to ensure they are compliant.

29/06/2021 - No 15 To consider the request from the Franklin Butt Foundations to host a children's football tournament on the Jason Franklin 3G Facility on Sunday 8th August 2021 for half a day, free of charge.

RESOLVED: It was unanimously agreed to support the event and grant permission.

29/06/2021 - No 16 To consider responding to the 2023 Boundary Review – Initial Proposals for the new Parliamentary Constituency boundaries.

This Council noted the proposals.

29/06/2021 - No 17 To consider Patchway Town Council's response to the Patchway Area Proposed Waiting Restrictions – Consultation 2.

RESOLVED: It was unanimously agreed to request that the double yellow lines are extended around the corner from Pretoria Road to where it meets Windemere Road. It was further unanimously agreed to raise previous concerns over rat running and speeding which could be aided by the partial opening of Highwood Road, even on a temporary basis.

The Council noted that Hayley Brock from South Gloucestershire Council visited Patchway last week and spoke with the Deputy Clerk and a few Councillors. She was compiling a list of driveways that had been installed and would be sending a letter to residents who had chippings in their driveways, which come over onto the pavements. The Deputy Clerk would ask if this has been completed.

29/06/2021 - No 18 To consider Patchway Town Council's response to South Gloucestershire Council's consultation of the Greener Places Strategy.

RESOLVED: It was unanimously agreed to support the strategy and welcome it. It was further unanimously agreed to express the Council's disappointment that Patchway and Charlton Hayes wasn't mentioned in the strategy especially in relation to the new areas of Patchway. The Deputy Clerk would look into when the green spaces in Patchway were registered.

29/06/2021 – No 19 To consider the planning applications received:

a) Land North of Britannia Road – P21/04141/FDI | Diversion of public footpath OPA/13.

RESOLVED: It was unanimously agreed to object to the diversion of the public footpath and raise concerns over the accessibility for disabled users. It was further unanimously agreed to ask for a S106 contribution for the loss of this footpath.

29/06/2021 - No 20 To note that there will be an Extraordinary Council meeting on 6th of July 2021 and the usual monthly Council meeting will be held on 20th July at 7pm.

The Council noted, as per the earlier decision, that the meeting on 6th July will now be an Extraordinary Meeting of the Parks, Open Spaces, Planning and Transport Committee.

CLOSED SESSION.

29/06/2021 - No 21 To receive an update on the Patchway Community Centre Project and consider any recommendations.

The Clerk provided an update on the current situation. The Council noted that a resident had been disruptive to the project and his car was now stopping work from being carried out.

RESOLVED: It was unanimously agreed to approve the £3250 costs; in case it needs to be utilised. It was further unanimously agreed to inform the police of the vehicle that needs to be moved.

The meeting was closed at 20:07.