

## PATCHWAY TOWN COUNCIL

### Minutes of the Extraordinary Meeting of Patchway Town Council held on the 31<sup>st</sup> of August 2021 at 19:00 at Callicroft House, Patchway.

**Councillors:** J Butler (Chairman), R Loveridge, J Buddharaju, P Cottrell, K Dando, S Scott, S Shambhu, I Walker, R Walker and B Hopkinson (19:08)

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

**Absent:** E Gordon and T Scott.

**Members of the Public:** Four.

#### OPEN SESSION.

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

#### **31/08/2021 - No 1 To receive questions from members of the public present.**

A group of residents raised their concerns over the planning application for the house of multiple occupancy at Willow Court Lodge, Gloucester Road. The main concern was the change of use from Hotel/B&B to a house of multiple occupancy (HMO). The need for hotel's was prevalent due to the Brabazon development which will turn North Bristol into an entertainment destination. The change of use seemed contradictory to the wider development plans.

The residents were also concerned with the increased security risk as the immediate neighbourhood has a significant proportion of elderly residents, who are all concerned about their security and wellbeing. The residents also raised concerns over the proposed size and number of rooms for the 47 individuals to be housed there. The rooms are woefully small and having so many living in very close proximity within one establishment is likely to cause the occupants great stress and anguish.

Another concern was the parking capacity for all 47 residents of the HMO and the safety of users pulling out onto a busy dual carriage way with a bus lane immediately next to the property. The proposed plans show 8 vehicle spaces for 47 residence which is worryingly low and the parking plans doesn't account for any visitors or staff. Vehicles will need to exit a 40Mph three land carriageway to drive into a parking space. There also exists a mains power telegraph pole further restricting parking space visibility and manoeuvrability

The Chairman advised the residents their views will be considered when the appropriate agenda item is reached. The Chairman also advised all residents to put their comments onto the planning portal. The Chairman thanked the residents for their valued input.

#### **31/08/2021 - No 2 To receive any apologies for absence.**

The Council noted apologies from Cllrs E Martin (Family Engagement) and D Lawrence (Holiday).

#### **31/08/2021 - 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.

**31/08/2021 - No 4 To consider and approve any dispensations for this meeting.**

No applications for dispensations were received.

**31/08/2021 - No 5 To receive the clerk's letter of resignation**

The Council received the letter. The Council expressed their thanks to the Clerk for all the hard work she has done during her tenure and wished her all the best for the future in her new role. It was noted that the Clerk along with the Deputy Clerk had fully improved the Council from the position they were in three years ago.

**RESOLVED:** It was unanimously agreed to accept the letter of resignation. It was further resolved, unanimously, that a letter of thanks is sent to the Clerk.

**31/08/2021 - No 6 To consider and approve the updated terms of reference for the Personnel Committee.**

**RESOLVED:** It was unanimously agreed to defer this item.

**31/08/2021 - No 7 To consider and approve the project managers report relating to the tender for the Norman Scott Park Pavilion Project.**

The Council received the report. The tenders had come in between £500,000 and £700,000 over the Council's budget and detail had been provided on the lowest two tenders. Due to the high prices, the Council felt it was prudent to revisit the scheme and see where savings can be made. The Deputy Clerk advised that if the plans changed, then the Full Council would need to approve the new plans.

**RESOLVED:** It was unanimously agreed to reject the project managers report and to re-evaluate the whole project to see where cost savings can be made. The Chairman, Deputy Clerk and professional services would all attend a meeting to review all the options and the Finance Committee would take a look at the budget aspect at the September meeting. It was **further resolved** to hold a project working group to review the project too.

**31/08/2021 – No 8 To consider the South Gloucestershire Section 106 funding for sports projects expression of interest invitation.**

**RESOLVED:** It was unanimously agreed to put in expression of interest forms for court sports, fitness equipment, pickleball courts and French boules, that could be located in one of the open spaces the Birds and Trees area of Patchway. Councillors to email Deputy Clerk any suggestions.

**31/08/2021- No 9 To consider the recommendations of the grant working party.**

**RESOLVED:** It was unanimously agreed to approve the recommendations as below.

<u>Organisation</u>	<u>Budgeted Amount</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Patchway Community Centre	£9000			
2. Coniston Community Centre	£6000	Running costs for the community centre. Maintain and improve facilities.	£6000.00	<b>To refuse the grant for this year.</b>
<b>3. Patchway Festival</b>	<b>£6540</b>	<b>'Party in the Park' entertainment day.</b>	<b>£6200.00</b>	<b>£6200 Awarded in April 2021.</b>
4. Patchway People Newsletter	£3000			

<u>Organisation</u>	<u>Funding for What?</u>	<u>Amount Applied For</u>	<u>Outcome</u>
1. Signature Sports Coaching	Free sports sessions for children aged 4-11 on the 3G facility at Scott Park between grant approval and end of August.	£1000.00	Rejected as Council want to get a contractual agreement for coaching.
2. Coniston Café	Additional Services and menu items. Continuing to support the vulnerable residents	£1000.00	Defer and seek a further breakdown of all costs and what the money applied for would be spent on.
3. Friendship and Exercise Group	Reintroduction of regular outings. Support the older and less abled residents.	£1000.00	Reject as no breakdown of costs and there are more beneficial groups to grant.
4. Plodder Pals	Additional equipment. Further educational and developmental material. Combatting social exclusion.	£1000.00	Reject as no breakdown of costs and there are more beneficial groups to grant.
5. Watercolourists	Running costs for the classes.	£1000.00	Reject as no breakdown of costs and there are more beneficial groups to grant.
6. Patchway Garden Society	Guest speakers at meetings and events, when allowed.	£300.00	Defer to next meeting in October.
7. Bristol BMX Club	4 Lighting Column Pads and New Helmets.	£746.00	Grant Full Amount.
8. South Gloucestershire Playscheme (Formerly the Four Towns Play Association)	Running costs for the Patchway Play Scheme to be held at the Youth Centre. 20 Sessions of four hours.	£4000.00	To grant the full amount and to be deducted from the Youth Development Budget. Condition the grant to be used in Patchway only and to see full income and expenditure of grant.
9. Mama's Bristol CIC	SEN focused sessions. Sensory items.	£850.00	Grant £250 and condition it to Patchway services only.
10. Patchway Cricket Club	Youth Cricket Project.	£500.00	Grant Full Amount.
11. ReACH	ReACH community video project.	£1000.00	Grant £500 to support the project. When it has been completed,

			<b>re-apply for the balance.</b>
<b>12. Patchway Town Football Club</b>	<b>Sports Equipment and Season costs.</b>	<b>£1000.00</b>	<b>Grant Full Amount.</b>

**31/08/2021 - No 10 To approve the expenditure report for August 2021 and authorise payments..**

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

Cllr Shambhu raised a query over the invoice to Beard and the RFO confirmed, that due to an error on Beard's part, VAT was omitted but has since been corrected.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Alan Coward and Son	Hire of Drying Rooms Delivery and Collection.	£ 657.28	£ 131.46	£ 788.74	Public Health Act 1875, s.164	08-21-009
Avon Local Council's Association	Finance for Councillors Course.	£ 30.00	£ -	£ 30.00	Local Government Act 1972, s.111	08-21-010
Avon Local Council's Association	Internal Controls Course.	£ 30.00	£ -	£ 30.00	Local Government Act 1972, s.111	08-21-011
Beard	PCC Project: Valuation 11A.	£ 196,486.60	£ 39,297.32	£ 235,783.92	Local Government Act 1972, s.111	08-21-012
Brosch	Black Refuse Bags.	£ 75.00	£ 15.00	£ 90.00	Public Health Act 1875, s.164	08-21-013
Davies and Partners	Barristers Advice on Lease Agreement.	£ 375.00	£ 75.00	£ 450.00	Local Government Act 1972, s.111	08-21-014
DCK Accounting Solutions	Quarterly Review of Accounts.	£ 310.00	£ 62.00	£ 372.00	Local Government Act 1972, s.111	08-21-015
GB Sports and Leisure.	Outdoor Tennis Table.	£ 720.00	£ 144.00	£ 864.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	08-21-016
Gordon Playground Inspections	July Inspections.	£ 360.00	£ 72.00	£ 432.00	Public Health Act 1875, s.164	08-21-017
KT Properties LTD	Removal of Basketball Hoop and Bench at Blakeney Road.	£ 2,150.00	£ 430.00	£ 2,580.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	08-21-018
Melrose Associates	PCC Project: Contract Management.	£ 4,400.00	£ -	£ 4,400.00	Local Government Act 1972, s.111	08-21-019
National Security Group	July Security Costs.	£ 255.00	£ 51.00	£ 306.00	Local Government and Rating Act 1997, s.31.	08-21-020
N Brock	Tree Work at Scott Park Compound.	£ 220.00	£ -	£ 220.00	Public Health Act 1875, s.164	08-21-021
Prolific Solutions	Printing Costs - July.	£ 52.36	£ 10.48	£ 62.84	Local Government Act 1972, s.111	08-21-022
Rob Hainey Signs and Graphics	New Panel for Skate Park in Scott Park.	£ 245.00	£ -	£ 245.00	Public Health Act 1875, s.164	08-21-023
Road and Traffic Management	Re-lining Scott Park Car Park.	£ 3,080.00	£ -	£ 3,080.00	Road Traffic Regulation Act 1984, s.57 (3), 35 (1).	08-21-024
Select Security Solutions	CCTV Call Out.	£ 45.00	£ 9.00	£ 54.00	Local Government and Rating Act 1997, s.31.	08-21-025
Shield Environmental Services	Asbestos removal at Scott Park.	£ 2,970.00	£ 594.00	£ 3,564.00	Local Government Act 1972, s.111	08-21-026
South Gloucestershire Council	Clearance of Waste from Scott Park.	£ 541.75	£ 108.35	£ 650.10	Public Health Act 1875, s.164	08-21-027
South Gloucestershire Council	Mower Repair.	£ 141.56	£ 28.31	£ 169.87	Public Health Act 1875, s.164	08-21-028
University Hospitals Bristol and Weston	Occupational Health Referral.	£ 338.00	£ -	£ 338.00	Local Government Act 1972, s.111	08-21-029
Willbox	Hire of Shower Unit.	£ 680.00	£ 136.00	£ 816.00	Public Health Act 1875, s.164	08-21-030
	<b>Total for August 2021</b>	<b>£ 214,162.55</b>	<b>£ 41,163.92</b>	<b>£ 255,326.47</b>		

**31/08/2021 - No 11 To consider the planning applications received:**

**a) Willow Court Lodge, 209-211 Gloucester Road, P21/05460/F Change of use from hotel (Class C1) to 27 no bedroom HMO for up to 47 no people and erection of a single storey extension.**

The Council considered this application at length and opted to support the residents views that had been expressed at the start of the meeting.

**RESOLVED:** It was unanimously agreed to object to this planning application due to the unsuitability of the location and the risks that a HMO in this location poses to the existing neighbourhood. It was unanimously agreed to object on the following grounds:

- Unsuitable location.
- Potential overcrowding inside HMO, recreation areas and car parking.
- The size of the rooms do not seem generous enough which can have a negative impact on residents' mental health and wellbeing.
- No parking for staff or visitors.
- The issues with oncoming traffic on the A38 and the 40mph bus lane.
- The proximity of the recreational area to other houses.
- The contradictory method of closing a hotel when nearby Brabazon is developing into an entertainment hub for North Bristol.

- b) **Former Filton Airfield – P21/05318/RM- Construction of primary access infrastructure that facilitates road links and associated pedestrian and cycle paths through the Brabazon Eastern Framework.**

**RESOLVED:** It was unanimously agreed to raise no objections to this application however to mention a provision for electric vehicle charging points and provision for parking on both sides of the road.

**31/08/2021 - No 12 To note that the next Council meeting will be held on the 21st of September 2021 at 7pm.**

Noted.

**CLOSED SESSION.**

**31/08/2021 - No 13 To consider the recommendations of the Personnel Committee relating to the appointment of the new Clerk.**

The Chairman called upon the Chairman of the Personnel Committee to speak on this item. The Deputy Clerk/RFO was asked to remain in the room for this item.

It was the recommendation of the Personnel Committee, to appoint J Turner as the new Town Clerk and merge the role with that of the Responsible Finance Officer on the pay grade of SCP 38.

Before the vote was taken, the Chairman opened up to questions from any other Councillors.

Councillors raised concerns over the Clerk and RFO role being merged and preferred to have separate officers. However, due to the hard work that J Turner had put in, they were willing to see how it would work joint together for a period of 3 months to ensure it works for all parties. J Turner confirmed he would be fine with that. Councillors also raised the points of workload and J Turner confirmed he could manage the workload if a suitable assistant was appointed.

J Turner stated that as RFO, he would oversee the financial side and carry out checks but would no longer be responsible for preparation of accounts or financial inputting, as this wouldn't be best practice.

The Chairman of the Council was not happy with the pay grade recommended by the Personnel Committee and suggested that it be raised to SCP 41.

**RESOLVED:** It was unanimously agreed to appoint J Turner as Town Clerk and Responsible Officer on SCP 41 with immediate effect. It was **further resolved**, unanimously, to review the joint roles in three months, no later than the 30<sup>th</sup> of November 2021 with feedback from the Finance Committee, Personnel Committee and Full Council. It was noted that J Turner would draft a job description and specification for his new assistant and the duties they would be carrying out.

**The meeting was closed at 20:25.**