

PATCHWAY TOWN COUNCIL

Minutes of the Town Council held on the 17th September 2019 at 6.30pm at Callicroft House, Rodway Road, Patchway.

Councillors: R Loveridge, E Martin (in the chair), E Bathe-Taylor, J Butler, P Cottrell, K Dando, S Scott, T Scott (6.52pm), I Walker, R Walker, B Hopkinson (6.40pm). E Gordon (7.10pm) and G Pykov

Absent: Cllr J Buddharaju (absent) Cllr S Shambhu (apologies)

In attendance: D Dunning acting clerk

Members of the Public: 3

The public were excluded from the meeting to progress confidential staffing matters.

17/09/19-No 1 To consider the minutes of the personnel committee on Monday 9th September

The following amendments were noted. Date of meeting was 9th September and item 3 reference should be to item 7.

17/09/19-No 2 To receive update from working parties from the personnel committee

Council received a comprehensive update on the workload and hours review including a first draft of a revised maintenance plan.

Cllr Hopkinson joined the meeting at 6.40pm. Cllr T Scott joined the meeting at 6.52pm.

17/09/19-No 3 To review and agree the redundancy policy

Meeting agreed figures should be based on South Gloucestershire Council's policy. It was agreed the Personnel committee finalises the document and holds an extraordinary personnel meeting at 7pm on Monday 23rd September.

17/09/19-No 4 To reinforce the Member/Officer protocol to all members.

It was reiterated that all members must read and adhere to this protocol.

At the conclusion of discussions progressing confidential staffing matters the meeting was opened to the public at 7pm.

17/09/19-No 5 To observe a one-minute silence in honour of Jason Franklin.

Observed

The Mayor welcomed Cllr R Walker as a newly elected councillor.

17/09/19-No 6 Public Question Time

No questions were raised.

17/09/19-No 7 To receive and accept Apologies for absence

Apologies were received and accepted from Cllr S Shambhu. Cllr J Buddharaju was absent.

17/09/19-No 8 Declarations of interests

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.

17/09/19-No 9 To approve the minutes of the meeting of the Town Council meeting held on the 23rd July 2019 and to note any issues.

The minutes were agreed as a clear and accurate record by the Councillors that attended the meeting. **Resolved** to approve the minutes.

17/09/19-No 10 To note the contents of the following Committees:

a. Parks & Open Spaces held on the 23rd July 2019

The following were noted

30/7/19- No 6 fire risk assessment costs – ongoing

30/7/19-No 11 To consider improvements to the copse – council is likely to re-position benches on The Tumps but wants further public feedback.

Cllr Gordon joined the meeting at 7.10pm

b. Planning & Transport held on the 23rd July 2019

Noted.

c. Finance Committee held on the 10th September 2019

Noted.

17/09/19-No 11 In accordance with Standing Order 15, to authorise the Deputy Clerk to act as interim Clerk for any absences over a week.

Resolved to approve.

17/09/19-No 12 To consider the motion from Cllr I Walker for a councillor to be a member of the Finance committee.

Cllr I Walker declared an interest and took no part in the discussions.

Due to the proximity of the recent by-election to the main council elections, on this occasion only, the meeting resolved to approve an increase in membership to nine members of the finance committee and Cllr R Walker was duly appointed to the Finance committee

17/09/19-No 13 To consider the motion from Cllr I Walker for a councillor to be a member of the Personnel committee.

Cllr I Walker declared an interest and took no part in the discussions.

Meeting resolved to appoint Cllr R Walker to the Personnel committee

17/09/19-No 14 To consider the motion from Cllr J Buddharaju that working group and project meetings include evening meetings so members can attend with daytime work commitments.

Deferred to next meeting.

17/09/19-No 15 To consider the motion from Cllr S Scott regarding the reporting process to South Gloucestershire Council by Patchway Town Council.

It was noted this was not a motion and will be passed back to the clerk to action

17/09/19-No 16 Council Finance.

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

Noted

b) To note the income for July and August

Noted. The business reserve figures showing in the bank account and accounts were reviewed and these were duly signed by the Chairman as checked and agreed as part of internal controls.

c) To approve the expenditure report and authorise payments, if available.

Payments authorised during recess were considered and accepted. Appendix 1

d) To consider the quotations for the Fire Risk Assessment works to be carried out.

Agreed council needs to know number of items for PAT testing before approving contractor. Queried if electrical installation condition reports are needed, officers to investigate.

e) To consider the correspondence from Patchway Sports and Social Club and agree any actions.

Council agreed it whilst there appears an obligation to contribute to utilities costs, the council is unwilling to accept the re-charge without further evidence.

Agreed council should monitor reading of meters in the changing rooms. Concerns were raised over distribution boards in garage and what they are feeding, agreed investigation needed.

Resolved to request that Patchway Sports and Social Club (PSSC) approach their suppliers to get copy bills for the periods in question. Further **resolved** that PSSC end of year accounts are required in accordance with the leasing agreement and as these remain outstanding, PSSC needs to rectify this as a matter of urgency.

f) To agree the recommendation from the Finance committee that the council purchases cyber insurance cover

Cllr S Scott declared an interest and removed himself from the council chambers.

On the recommendation of the Finance committee it was **resolved** that the council obtains crime and cyber cover for a council with up to £1M precept level Lite 1 at a cost of £250 + IP tax

It was suggested the council needs to agree a surveillance policy as cctv is likely to be installed throughout council buildings.

Cllr Scott returned.

g) To review the grant from The National Lottery and agree any actions for the remaining monies to be spent.

Council confirmed it has previously agreed the purchase of sensory panels with the remaining grant, but formal approval had been overlooked. Council was informed that

under the terms of the National Lottery grant, any underspend remaining by July may have to be returned. Resolved to purchase the sensory boards whilst accepting a small risk that being outside the dates for spending the Nation Lottery may request the return of the remaining £2K.

h) To note the finance report compiled by the RFO.

Noted. Finance working group are meeting to review this on 26/09/19.

i) To consider and decided whether to approve the new costs for the broadband solution at Scott Park

Need to ascertain if other suppliers of broadband operate in the area so appropriate number of quotes can be obtained in line with Financial Regulations. Questions were raised over 5G and possible linkage to any feeds at Patchway Sports and Social Club.

Resolved to defer matter to Finance committee and delegate power to approve spending on any suitable options under £500.00

j) To consider and approve the utility search required for the MUGA contract as per the quotes from Clive Onions

Resolved to accept quotation for Premier Energy Utility Search at a cost of £199.00 (20 working days).

k) To note professional fees for the Patchway Community Centre Redevelopment Project have been submitted to South Gloucestershire Council for a refund.

Noted

17/09/19-No 17 To discuss options for security as a means of traveller of prevention for The Tumps and Scott Park and agree any actions.

Agreed concrete blocks need to be pre-sunk into the ground to restrict access. Cllr Butler offered his services to undertake this work alongside preparing the MUGA percolation test but would require assistance from ground staff. Cllr Hopkinson requested a vote of thanks for all the work Cllr Butler is undertaking on behalf of the council. **Resolved** to approve offer of help although insurance will be required. The Chairman will arrange staffing.

17/09/19-No 18 To decide whether to extend the temporary closure on a Wednesday, until January 2020.

Council unhappy at extending closure without valid justification as complaints had been received. The meeting was reminded of the survey of public visits against which the closure was agreed and noted that telephones were answered on the closure day. It was suggested a service level agreement should be put in place for answering queries, phone calls emails and alike.

Resolved to approve a one-month extension and that the clerk provides council with a full report in October.

17/09/19-No 19 To receive any reports from South Gloucestershire Councillors

- New school opened in Charlton Hayes.
- Joint Spatial Plan (JSP) has been rejected by inspectors with South Gloucestershire Council methodology highlighted as poor.
- South Gloucestershire Council is looking at 3 new cabinet posts without portfolio.

- Cllr Gordon raised a concern over the lack of a litter bin outside the convenience store in Charlton Hayes and requested SG Ward Cllrs investigate.

17/09/19-No 20 To receive any reports from Local Organisations or working groups

a) Patchway Community Centre Redevelopment Project

Recent meeting with pre-school to discuss plans. Due to an oversight by the consultant, the submission of the travel plan was delayed.

b) MUGA working group

A percolation test is needed. A utilities search is required (as approved item 16J)

A meeting is required with the consultants to finalise the tender so that this can be presented to council for approval.

Cllr Cottrell raised the Safer Communities group and disabled gates and asked whether Member Awarded Funding (MAF) money might be available. Ward councillors confirmed MAF sums were small and not always publicised. It was noted that Avon and Somerset Police need 900 new recruits who take 3 years to fully train.

Standing Orders were suspended at 9.35pm where it was agreed to continue meeting until 10pm. Cllr Bathe-Taylor left the meeting (9.35pm)

17/09/19-No 21 To consider the letter from Patchway Twinning Association and agree any actions

Many councillors spoke in favour of twinning and its benefits whilst acknowledging there have been some difficulties. It was noted the twinning committee has few active members and twinning is not well promoted.

Resolved that the council remains twinned with Clermont L'Herault and Gauting.

17/09/19-No 22 To consider any correspondence received

a) Letter of thanks from The Memory Café

Letter read out and noted

b) Letter from a resident regarding the Travellers

Letter read out and noted

c) The relaunch of Patchway Youth Centre

Noted

d) The Patchway priority neighbourhood group's walk around Patchway.

Noted

e) Patchway Diwali Festival

Noted

f) Any other correspondence received

- a. Agreed Planning training will be booked for 24th October 2019 at 6.30pm. All councillors are requested to attend.

- b. It was noted Cllr Pykov confirmed he will no longer sit as a UKIP councillor and will sit as an independent.
- c. The Almondsbury charity will not be issued with a key to Callicroft House. Council agreed hire protocols needs review.
- d. **Resolved** to approve a grant for £260.00 to Patchway Garden Society in connection with Patchway Festival. Agreed in future such grants should be incorporated into the overall festival grant.

17/09/19-No 23 To consider any Planning Applications received

- a) P19/10798/RVC – LIDL Site in Charlton Hayes
- b) P19/10578/F – Erection of two storey rear extension
- c) P19/10495/F – Erection of 1 dwelling with access parking
- d) P19/11678/F - Installation of hip-to-gable roof extension and 1 no. rear dormer to facilitate loft conversion. Erection of single storey rear extension to form additional living accommodation
- e) Any other planning applications received from issue of summons.

Resolved to refer these to the planning committee.

17/09/19-No 24 To note that the next meeting will be on the 15th October 2019 at 7pm.

Noted

The meeting closed at 10pm

Appendix 1

Company	Description	Net	VAT	Total		Statute	cheque no
				£			
BANES	Pension August	£5,276.89	£0.00	£5,276.89		LGA 1972 S112	13428
DCK Accounting Solutions	Training 23/7/19	£491.00	£98.20	£589.20		LGA 1972 s111	13429
	consultancy visit 2/7/19 VAT	£271.00	£54.20	£325.20	£914.40	LGA 1972 s111	
HMRC	August PAYE	£7,215.50	£0.00	£7,215.50		LGA 1972 S112	13427
Mant Leisure	Part payment slide ML19038 approved Parks committee	£3,735.00	£747.00	£4,482.00		LG(MP) Act 1976 s19	13430
SAFPRO	Protective Hi Vis trousers	£35.70	£7.14	£42.84		LGA 1972 s111	13431
Salaries	August salary	£17,801.40		£17,801.40		LGA 1972 S112	13432
Shirehampton Group Practice	Occupational Health	£125.00	£0.00	£125.00		LGA 1972 s111	13433
South Gloucestershire Council	Library contribution under contracted agreement with delegated powers from SGC invoice 3804094465	£18,000.00	£0.00	£18,000.00		Under delegated powers from SGC	
Thornbury Self Drive	Tracker July and August 2196&2228	£52.00	£10.40	£62.40		Open Spaces Act 1906 s9&10	
	TOTAL	£53,003.49	£916.94	£53,920.43	£53,920.43		