

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the 16th of February 2021 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, J Buddharaju, J Butler, P Cottrell, K Dando, E Martin, I Walker, R Walker, E Gordon, S Shambhu, G Pykov and B Hopkinson

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

Absent: None

Members of the Public: 3

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

16/02/2021--No 1. To receive any questions from members of the public present.

A resident requested for a bin to be installed on the entrance to 'ASDA Lane' and the Chairman said this would be considered by the Parks, Open Spaces and Planning Committee.

16/02/2021--No 2. To receive any apologies for absence.

Apologies were received from Cllr T Scott (working).

16/02/2021--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.

Cllrs R Walker and I Walker declared their interest in item 13.

16/02/2021-No 4 To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant dispensations to Cllrs R Walker and I Walker.

16/02/2021—No 5. To consider and approve the minutes of the Patchway Town Council held on 19th January and to note any issues.

RESOLVED: It was unanimously agreed to approve the minutes as a true and accurate record.

16/02/2021--No 6. To note the minutes of the meeting of the Parks, Open Spaces, Planning and Transport committee held on 26th January 2021 and consider the recommendations:

a) To approve the recommendation that Patchway Town Council approves the quote from Dragon Play and Sports for £16,246 for the Blakeney Road Basketball Area and sanctions £5000 from the New Projects 'earmarked reserve' to co-fund this project.

RESOLVED: It was unanimously agreed to note the minutes and approve the recommendation.

16/02/2021--No 7. To note the minutes of the meeting of the Finance Committee held on 9th February 2021 and consider any recommendations:

a) To approve the recommendation that Patchway Town Council sets their room hire rates at £10 per hour for community hire and £12 per hire for other hires, for a minimum of two hours with the option for more hours.

RESOLVED: It was unanimously agreed that Patchway Town Council sets the hire rates for room hire for 2021/2022 as below.

| ALL CHARGES INCLUDE 20% VAT - ALL HIRES ARE FOR A MINIMUM OF TWO HOURS | | | | |
|--|---|--|---|---------------|
| Site | Room | | Patchway Community Rate (Proof of a Patchway Postcode) | Standard Rate |
| The Casson Centre | The Casson Centre Hall - Large room including commerical kitchen and fully accesible toilets. | | £10 per hour | £12 per hour |
| Callicroft House | The Boardroom | | £10 per hour | £12 per hour |
| | Meeting Room | | £10 per hour | £12 per hour |

b) To approve the recommendation that Patchway Town Council agrees to defer the ground payments from Patchway Sports and Social Club until April 2021, when the Finance Committee will review the situation on whether to remove the outstanding balance or not.

RESOLVED: It was agreed with two abstentions to approve this recommendation.

16/02/2021--No 8. Council Finance.

- To note the current financial position of the two bank accounts.
- To note the current financial position of the Town Council's Investments.
- To note the Bank Reconciliation and Bank Statements for January.
- To note the income and expenditure reports for January.
- To note the monthly summary of accounts for January.

RESOLVED: It was unanimously agreed to note the reports.

e) To approve the expenditure report and authorise payments.

RESOLVED: It was agreed with one abstention to approve the expenditure report and authorise payments as below.

| Payee | Invoice Detail | Net (cost to council) | VAT | Gross | Power | Our Ref |
|----------------------------------|---|-----------------------|-------------|--------------|----------------------------------|-----------|
| Avon Local Council's Association | Internal Control Course - LS | £ 30.00 | £ - | £ 30.00 | Local Government Act 1972 s112 | 02-21-001 |
| Avon Local Council's Association | Budgeting Course - LS and JT | £ 60.00 | £ - | £ 60.00 | Local Government Act 1972 s112 | 02-21-002 |
| DCK Accounting Solutions | Quarterly Health Check | £ 331.00 | £ 66.20 | £ 397.20 | Local Government Act 1972 s111 | 02-21-003 |
| HMC Patchway | New Tyre for Van | £ 46.00 | £ 9.20 | £ 55.20 | Open Spaces Act 1906 ss 9 & 10 | 02-21-004 |
| Patchway Community Association | Reimbursement for Insurance Costs for PCC redevelopment | £ 992.00 | £ - | £ 992.00 | Local Government Act 1972 s111 | 02-21-005 |
| RBS Rialtas | License and Support Fee | £ 530.00 | £ 160.00 | £ 636.00 | Local Government Act 1972 s111 | 02-21-006 |
| South Gloucestershire Council | Christmas Lights 2020/2021 | £ 7,039.00 | £ 1,407.80 | £ 8,446.80 | Highways Act 1980 ss 43 & 50 | 02-21-007 |
| Thornbury Self Drive Hire | Monthly Tracker Subscription | £ 26.00 | £ 5.20 | £ 31.20 | Open Spaces Act 1906 ss 9 & 10 | 02-21-008 |
| Zurich Municipal | Raising of Fidelity Insurance | £ 52.20 | £ - | £ 52.20 | Local Government Act 1972 s111 | 02-21-009 |
| Murray Steel Buildings | 30% Deposit for Steel Structure | £ 1,591.50 | £ 318.30 | £ 1,909.80 | Open Spaces Act 1906 ss 9 & 10 | 02-21-010 |
| Prolific Solutions | Printing Costs January | £ 47.11 | £ 9.42 | £ 56.53 | Local Government Act 1972 s111 | 02-21-011 |
| The Bush Consultancy | Architectural Services for PCC Project | £ 1,700.00 | £ 340.00 | £ 2,040.00 | Local Government Act 1972 s111 | 02-21-012 |
| J & Sons Electrical Services | Additional CCTV cameras | £ 396.00 | £ - | £ 396.00 | Local Government Rating Act 1997 | 02-21-013 |
| Pro Structures | Structural Engineering Services | £ 962.50 | £ 192.50 | £ 1,155.00 | Local Government Act 1972 s111 | 02-21-014 |
| Melrose Associates | Contract Administration for PCC redevelopment | £ 1,760.00 | £ - | £ 1,760.00 | Local Government Act 1972 s111 | 02-21-015 |
| E W Beard LTD | PCC redevelopment valuation 5 | £ 96,419.30 | £ 19,283.86 | £ 115,703.16 | Local Government Act 1972 s111 | 02-21-016 |
| Melrose Associates | Contract Administration for 3G and Cricket Nets | £ 247.50 | £ - | £ 247.50 | Local Government Act 1972 s111 | 02-21-017 |
| Total for February 2021 | | £112,230.11 | £21,792.48 | £133,968.59 | | |

16/02/2021--No 9. To consider the quotation from South Gloucestershire Council Streetcare in relation to the clearing of all rubbish from the back lanes in Patchway and agree to delegate responsibility for identifying budget headings for virements, up to the balance of the quotation, to the RFO and Chairman of the Finance Committee.

The Council discussed this item at length. Concerns were raised over the abhorrent state of all the back lanes in Patchway including surfacing as well as fly tipping. Councillors raised concerns over the costs and wanted further clarification.

RESOLVED: It was unanimously agreed that the RFO would write back to Mark King, South Gloucestershire Council and ask if the price can be altered or removed. It was also unanimously agreed that the personnel committee would investigate using Patchway Town Council's staff to remove smaller items of fly tipping. It was also unanimously agreed that an agenda item about fly tipping be added onto March's Full Council meeting for a discussion on what the Council can do.

16/02/2021-No 10 To consider if Patchway Town Council should apply for the 'Love Our High Streets' grant from South Gloucestershire Council.

RESOLVED: It was unanimously agreed to apply for £5000 with no match funding.

16/02/2021-No 11 To consider Patchway Town Council's response to South Gloucestershire Council's consultation on the Local Plan 2021:

a) To correct any wrong information in the Data and Access Profiles (DAP's)

- To remove Stoke Lodge from the map of Patchway.
- To remove all, Stoke Lodge businesses from the list.
- To request Scott Park be added as a leisure facility.
- To add Charlton Hayes into the map and list.
- To add in Metrobus transport links into the transport section.

b) To consider whether Patchway Town Council agrees with the issues and the priorities of the plan.

RESOLVED: It was unanimously agreed to support the issues and priorities.

c) To consider any more comments or issues to be raised as part of the feedback.

- To add in real crime statistics for the local area.
- How safety for residents and shops can be ensured.
- Plans for Charlton Hayes transports.
- House of Multiple Occupancy.
- Patchway to have more town centres – Rodway Road, The Parade and Charlton Hayes.
- COVID recovery for all local businesses.
- Regenerate the local economy, helping our shops to thrive.
- How the Town Council can support and aid COVID recovery for our businesses.

RESOLVED: It was unanimously agreed to submit these comments to South Gloucestershire Council.

16/02/2021-No 12 To consider the planning applications or consultations received:

- a) Merlin Road, Hayes Way and Highwood Road – Proposed 30mph and 40mph speed limits.**
- b) 250 Park Avenue, Aztec West – 3 non illuminated fascia signs.**
- c) 250 Park Avenue, Aztec West – External works for 3 non illuminated signs and associated works.**
- d) 92 Windermere Road – Erection of a single storey rear extension to form additional living accommodation and detached garage.**

RESOLVED: It was unanimously agreed to raise no objection.

- e) 92 Bradley Road – Erection of a single storey rear extension to form additional accommodation.**

RESOLVED: It was agreed with one against to raise no objection. Concerns will be noted around the applicant's history and potential over development on item e.

16/02/2021-No 13 To receive the correspondence from Patchway People Community Newsletter in relation to the queries raised about their 'Christmas Competition'.

The Council expressed their concerns that the grant monies were not used accordingly to what it was applied for.

RESOLVED: It was agreed with three abstentions for the RFO to obtain more information ahead of the next meeting around their grant conditions.

16/02/2021-No 14 To receive an update on the book of remembrance for Patchway.

RESOLVED: It was unanimously agreed to arrange bound book which people can physically write in.

Councillor Gordon left the meeting at 19.50.

Councillor Martin left the meeting at 19.51.

16/02/2021--No 15 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 and S Shambhu. There were updates on SGC's local plan, budget for 2021/2022 and MAF funding. Cllr Hopkinson stated that the open access for Patchway Library will be started on the 1st of March and will take two weeks with the external door being put in, the library will be closed during this period.

b) Patchway Community Centre Redevelopment Project

The Council considered the report from the project manager. The Council noted that there would be at least a nine-week delay to the project.

c) 3G and Cricket Nets Projects.

The Council considered the report from the project manager and noted that the lighting test and surface test had been carried out. The Clerk would circulate the report on lighting from Neil Johnson to Cllr R Loveridge.

d) The Pavilion Project.

The report and its contents will be considered at the Extraordinary Meeting on 17th February 2021.

e) Coniston Community Association.

No update received.

f) Photography Competition.

The Clerk provided an update. An all-year-round competition was now up and running. The Conservation Group are donating £100 towards the prizes to go with the Council's £150. The intention is for a calendar to be produced with the winning photographs.

16/02/2021--No 16 To note that the next meeting will be on the 16th of March 2021 at 7pm.

Noted.

CLOSED SESSION

Councillor Cottrell left at 20.01.

16/02/2021--No 17 To receive an update from the Personnel Committee.

The Council were advised of the current staffing situation due to ongoing issues and COVID-19 matters.

RESOLVED: It was unanimously agreed to :-

- To investigate alternative solutions for grounds staff duties.

- implement the holiday pay deduction from 1st February 2021 for those staff shielding or not able to work due to Covid.

The meeting was closed at 20:20

DRAFT