

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of the Town Council held on the 19th November 2019 at Callicroft House, Rodway Road, Patchway.

Councillors: E Martin (in the chair), T Scott, P Cottrell, T Bathe-Taylor, I Walker, R Walker, S Scott, K Dando, T Bathe-Taylor, S Shambhu (18:40), G Pykov (18:40), R Loveridge (18:51), E Gordon (18:59)

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

Members of the Public: One

14/10/19- No 1 To receive a presentation from Jenny Vernon from Southern Brooks Community Partnerships regarding the community housing project.

The Chairman welcomed Jenny to the meeting and the councillors introduced themselves to her. Southern Brooks have just taken over this project to deliver a community housing project, which means a small-scale housing project will take place. The strategy is to deliver 25 homes (flats, apartments and houses) that will be affordable to all. The project will be led by a group of community people who will have specific training to enable them to oversee the project in its entirety along with key stakeholders such as housing associations. The Town Council will be kept updated, regarding the community group meetings, once the strategy progresses and Jenny will liaise with Cllr I Walker and the Town Clerk to ensure all councillors are kept informed. The Southern Brooks website will be regularly updated on the progress of this project. Jenny Vernon left the meeting at 18:55.

14/10/19--No 2 To receive questions from the members of public present.

No public questions.

14/10/19--No 3 To receive and consider apologies for absence and decide whether to accept them.

Cllr J Butler (Holiday), Cllr J Buddhharaju (Away) and Cllr B Hopkinson (No reason stated).

RESOLVED: Unanimously accept the apologies for all councillors.

14/10/19--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.

14/10/19--No 5 To approve the minutes of the meeting of the Town Council meeting held on 15th October 2019 and to note any issues.

RESOLVED: The minutes were unanimously agreed and signed by the chair as an accurate representation of the meeting.

14/10/19--No 6 To note the contents and recommendations of the following committees:

a. Parks & Open Spaces held on 22nd October 2019

Noted.

b. Planning & Transport held on 22nd October 2019

Noted

c. Finance committee held on 12th November 2019

The council noted that the right-hand side column which was headed 'Next Year Proposed 2020/21' contained an 'agreed' column which should be taken to read as 'proposed'. It was noted this was the software default option and could not be changed. The minutes were duly noted.

14/10/19--No 7 To consider the correspondence from Coniston Community Association regarding the complaint raised by Cllr K Dando. Reference to Council 14/10/19 – No 9.

The council noted the email from the manager of the community centre and would like it passed on to the Link Club for comment as it was a complaint raised by a member of their group.

RESOLVED: The Clerk to write a letter to the trustees requesting urgent action be taken and that a full fire risk assessment of the building is carried out. Cllr K Dando would email the photographs to the Clerk who would then circulate to all councillors.

14/10/19--No 8 To consider the verbal report about the temporary closure of Callicroft House and agree any actions.

The council noted the Clerk's report which contained detail about what happened when the office is closed. The council were pleased to note that numerous policies have been created and actioned, the finances were on a steady track, issues with the bank have been resolved, essential training had taken place and many other positive actions had been carried out. The Clerk would circulate this report to all councillors.

RESOLVED: Unanimously agreed to extend the closure until January 2020 and then to review the need for the closure. A notice on the door will be placed that will read 'We are closed today but if your enquiry is urgent please knock on the side door and we will endeavour to answer'.

14/10/19--No 9 To consider the proposal for upgrading equipment at Callicroft House and agree any actions, if available, as deferred from the Finance Committee on 12/11/2019.

RESOLVED: It was unanimously agreed to defer this to the Extraordinary Council Meeting on Friday 22nd October as the quotes were still to be obtained. If the quotes were not received this shall be deferred. **Resolved** further to unanimously agree to review the Finance Committee's term of reference at the meeting in January 2020 to allow them to agree expenditure.

14/10/19--No 10 To consider organising the Remembrance Parade from 2020 as a Town Council civic duty and agree any actions.

Cllr T Bathe-Taylor did advise the council that the Patchway branch of the Royal British Legion only exists on paper. Cllr Shambhu proposed that the council reinvigorate the legion and open it up to the people of Patchway. Cllr Bathe-Taylor would look into the logistics of this and report back to a future meeting.

RESOLVED: Unanimously agree to taking a more active role in the Patchway Remembrance Parade from 2020 and the Clerk to organise a meeting with the current key stakeholders and councillors to discuss the event in more detail.

14/10/19--No 11 To allocate the CIL (Community Infrastructure Levy) monies of £21,419.66 to a project or budget and agree any actions.

RESOLVED: Unanimously agree to allocate these monies towards professional fees for the redevelopment of Patchway Community Centre.

14/10/19--No 12 To consider the recommendation from the Finance Committee to approve the proposal for DCK accounting to provide once monthly checks over the financial systems and agree any actions.

RESOLVED: Unanimously agree to appoint DCK accounting.

14/10/19--No 13 To consider the recommendation from the Finance Committee to approve the quotation from Ionet Solutions LTD for the server and data migration and agree any actions.

RESOLVED: Unanimously agree the recommendation.

14/10/19--No 14 To consider the recommendation from the Finance Committee that the council engages South Gloucestershire Council for Internal Audit services on a one-year basis.

RESOLVED: The majority agreed to reject the recommendation and appoint Auditing Solutions LTD for the 2020 internal audit.

14/10/19--No 15 To consider a date for planting trees around Patchway in the locations identified by the Parks and Open Spaces committee on 22nd October and agree any actions.

RESOLVED: Unanimously agree to hold two sessions. One on Monday 9th December and one on Wednesday 18th December. Communications will be sent to all those who have expressed an interest as well as on the council website and social media.

14/10/19--No 16 Council Finance

- a. **To note the current financial position of all three bank accounts**
- b. **To note the income and expenditure for September**
- c. **To note the monthly accounts for September**

The council noted the above items. A query was raised about VAT on the expenditure report and will be investigated by the RFO.

- d. **To approve the expenditure report and authorise payments**

RESOLVED: Unanimously agree the report and authorise payments. *

- e. **To formally appoint the architect for the 3G project to get the council to tendering stage.**

RESOLVED: To appoint Nick Morley Architects to get the council to tendering stage.

- f. **To consider Southern Brooks Grant Requests after more information has been obtained.**

RESOLVED: To pay the grants for Community Development and Detached Youth Work in line with the decision made at the Full Council meeting in March 2019.

- g. **To set a date for the grants working party and officers to meet prior to the December full council meeting.**

RESOLVED: The working party will meet on Tuesday 3rd December at 10am to consider all of the grants that have been received.

- h. **To note that the budget document has been sent to all councillors for review and to comment on at the relevant committees.**

Noted.

14/10/19--No 17 To receive any reports from South Gloucestershire Councillors.

The council noted reports from Cllr S Scott and Cllr S Shambhu.

14/10/19--No 18 To receive any reports from Local Organisations or Working Groups

- a) **Patchway and Charlton Hayes Community Centre Redevelopment Project**

Cllr R Loveridge gave an update to the council. It was confirmed that the council are waiting on costings for the drainage design, where the new build will be.

- b) **3G Working Group**

Cllr R Loveridge gave an update to the council. Cllr Loveridge advised he was meeting the architect tomorrow to 'peg' out the proposed 3G surface to ensure it fits. The council were pleased to note that this project should commence in early 2020.

- c) **VE Celebrations working group and consider funding.**

Cllr T Scott has met with Cllr J Buddharaju and they have identified Charlton Wood Primary Academy as a potential venue. Discussions had taken place around bands that could play and how the council would ticket and promote the event. Cllr T Scott would check the SSAFA website to see if they had any merchandise the council could purchase to raise funds.

d) Walkaround with representatives from South Gloucestershire Council.

The council noted that this had happened and was both positive and negative. It was agreed that future site visits would need more organisation and someone to take the lead. Also, to ensure that the brief is direct and covers what the council wants.

RESOLVED: To have a follow up walkaround which will be in the Spring. Any fly tipping to be reported to South Gloucestershire Council with details how to on the Town Council website and in Patchway People.

14/10/19--No 19 To consider any correspondence received

a) YTL – Brabazon Naming Strategy

Noted.

b) ReACH Roadshow.

The council noted this would be revisited at a future meeting when dates are known for 2020.

14/10/19--No 20 To consider any planning applications received.

The council made no objection to the following applications:

- **54 Cavendish Road** - Erection of 1 no. attached dwelling with access and associated works
- **1525 Park Avenue Aztec West** - The installation of 3no. new louvres.
- **300 Park Avenue Aztec West** - Display of 3 no. non-illuminated fascia signs and 1 no. illuminated fascia sign.
- **12 Callicroft Road Patchway** - Erection of 1no dwelling with associated works.

14/10/19--No 21 To note the next meeting will be on 17th December at 7pm.

Noted.

The meeting was closed at 8:56pm.

***Item 16 d. To approve the expenditure report and authorise payments**

RESOLVED: Unanimously agree the report and authorise payments.

Company	Invoice	Net (cost to council)	VAT	Gross	Power
Almondsbury Homes LTD	Percolation Tests	£1,000.00	£200.00	£1,200.00	Open Spaces Act 1906, s.15
AJ Mowers LTD	Repair works on mowers	£514.55	£102.92	£617.47	LGA 1972, S.19
Avon Local Council's Association	Planning Training for Cllrs	£200.00	£0.00	£200.00	LGA 1972, S.111
Building Supplies (Patchway) LTD	Postmix and screws	£28.30	£5.66	£33.96	Open Spaces Act 1906, s.15

Complete Business Solutions	Paper	£25	£5.00	£30.00	LGA 1972 S111
The Consortium	Stationary and Cleaning Materials	191.51	38.32	£229.83	LGA 1972 S111
Chew Valley Gates	Repair to gates at Tumps and Scott Park	£280.00	£56.00	£336.00	Open Spaces Act 1906, s.15
DCK Accounting LTD	Investigation work on VAT and AJBC	£185.00	£37.00	£222.00	LGA 1972 S111
Ionet Systems LTD	Councillor email addresses	£150.00	£30.00	£180.00	LGA 1972 S111
Keymaster Bristol	Pavillion Lock Change	£164.40	£32.88	£197.28	Open Spaces Act 1906, s9&10
Mant Lesiure LTD	50% Slide Payment and play panels from the lottery grant	£6,752.00	£1,350.40	£8,102.40	Open Spaces Act 1906, s9&10
Murray Hire	Safety Boots and Lawn Aerator for sports pitches	£95.99	£12.40	£108.39	Open Spaces Act 1906, s9&10
Nicholas Morley Architects LTD	Fees for redevelopment of Patchway community centre	£10,705.02	£1,991.00	£12,696.02	LGA 1972 S111
Prolific Solutions	Ink for printer and photocopier support fee	£130.83	£26.17	£157.00	LGA 1972 S111
Gordan Playground Inspections	Annual Play Area inspections	£450.00	£90.00	£540.00	Open Spaces Act 1906 S9&10
SAFPRO Industrial Supply Co	Staff Uniform	£17.88	£3.57	£21.45	LGA1972 S112
Sandra Smith	Social Media Training Re-imbursement	£14	£0	£14	LGA 1972 S111
Scafftag	Equipment Checklists	£158.50	£31.70	£190.20	LGA 1972 S111

South Gloucestershire Council	Address listing for Pavillion	£50.90	£0.00	£50.90	Open Spaces Act 1906 S9&10
Thornbury Self Drive Hire	Tracker Subscription	£26.00	£5.20	£31.20	Open Spaces Act 1906 S9&10
WPS Insurance	Cyber Insurance Premium Cover	£305.00	£0.00	£305.00	LGA 1972 S111
	Total for November 2019	£21,444.88	£4,018.22	£25,463.10	