

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Town Council held on the 9th April 2019 at Callicroft House, Rodway Road, Patchway.

Councillors: R Loveridge (in the Chair), E Bathe-Taylor, Mrs M Bathe-Taylor, J Butler, P Cottrell, K Dando, E Gordon, M Greensword, Mrs E Orpen, S Scott

In attendance: L Squire- Clerk, J Turner- Deputy Clerk

Members of the Public: 6

9/4/19-1a Members of the public were asked to sign the visitor's book and the Clerk advised every one of the fire exits and the mustering location at the far end of the side car park.

9/4/19 1b In the absence of the Chairman and the Vice Chairman taking the Chair, it was agreed to appoint a vice Chair for this meeting in line with standing orders, in case the Chair could not participate in any item on the agenda.

RESOLVED: Cllr Scott will be the Vice Chair for this meeting.

9/4/19-No 2

Public question time 7-8pm

a) Patchway Community Centre redevelopment

The REACH representative advised that he had shared this consultation on social media with Charlton Hayes members.

A resident asked if the redevelopment alterations will affect the Casson Centre and the fortnightly memory café. Advised by the Community Centre Manager that it will affect the roof but hopefully any disruption can be minimised and targeted between the days it is used by the café.

b) Any other public questions

There were no other questions raised, so the public question time was closed at 7.05pm.

9/4/19- No 3 Apologies for Absence

Apologies were received from Cllr E Martin (Civic function for the 50th anniversary of Concorde) Cllr. M Grotzke (long-term sick), Cllr. K Walker (working), Cllr. R Messenger (working).

9/4/19-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.

9/4/19- No 5. To approve the minutes of the Town Council meeting held on the 12th March 2019 and to note any issues

The minutes of the meeting held on the 12th March 2019 were agreed as an accurate record and the minutes were duly signed by the Chair.

Council were advised that there were issues relating to the new ability slide as the previous slide had been altered in the past and to conform with health and safety and ability requirements that a larger slide was now required, which has increased the cost. However, the Council have recently been

successful in securing grant funding of £9,500 from the National Lottery for ability equipment, so this can fund the slide and other ability play equipment, if the decision is made today then the slide can be installed in the next 2 weeks. If the decision is delayed, then the slide is unlikely to be in place by late summer.

RESOLVED: Unanimously agreed to purchase the larger slide which will meet all the health and safety requirements using the National Lottery grant.

A Councillor asked if there was any update on the taxis Cllr Dando advised there are currently inconsistencies between South Glos and Bristol and this may go on for some time.

A Councillor queried if there was any date yet on when the Police were going to use the Council offices as a base. Advised that this was to take place from May 2019.

RESOLVED: - Clerk to chase up the Police for an exact date.

9/4/19- No 6 To note the contents of the following Committee Reports

- a) Parks & Open Spaces Committee minutes held on 19th March 2019
Cllr Loveridge presented the minutes of the meeting and advised the sheds will be discussed later in the meeting and that advice has been received from SGlos today.
- b) Planning and Transport Committee minutes held on 26th March 2019
Cllr Loveridge presented the minutes of the meeting and advised that the next Parks Committee meeting will be a joint Parks and Planning Committee to discuss the proposals for Rodway Road in detail.
RESOLVED: - that the Planning Committee planned for the 30th April 2019 will only be arranged if there is sufficient business for the meeting to take place.
- c) Finance Committee minutes held on 2nd April 2019.
Cllr Loveridge presented the minutes of the meeting.

9/4/19-No 7 Report from South Gloucestershire Councillors

Cllr Dando advised that due to the preparations for the elections there is nothing to report.

9/4/19-No 8 Reports from Local Organisations

Community Plan sub group

The Clerk advised this meeting had been attended by herself, the Deputy and the Vice Chairman, it had been agreed there will be more collaboration and joined up working in the future, so there is fuller awareness by both the Town Council and SGlos representatives on what is happening in the area. Alterations need to be made to the action plan, which the Clerk has raised. Discussion took place on who should be attending, the Vice Chair attends this group as he is the Chair of the Parks Committee.
RESOLVED: - to consider who should attend in the future after the election and the new Council is established.

9/4/19- No 9 Review of Town Council Office Opening hours, taking into account data obtained.

The Council considered the data provided and could see no reason why the Office opening hours should not be changed to 9.30am-4.30pm Monday to Friday.

RESOLVED: - Unanimously agreed that the Opening hours are changed with a sign displaying the hours and for this to be included on the website and Facebook.

9/4/19- No 10 To consider and approve the installing of a time capsule in the war memorial at Scott Park.

Initially the new war memorial was discussed and promoting wider publicity with the national British Legion.

RESOLVED: - Clerk to contact the National British Legion to publicise the new war memorial.

The time capsule was discussed, it was generally felt that it was difficult to justify the cost and further investigation is required on the size of the capsule/price; position; and where it should be placed, war memorial or the redeveloped community centre.

RESOLVED: To defer for the new Council to consider.

9/4/19- No 11 To consider and approve individual sheds to be installed on both allotment sites.

An email from SGlos was circulated to all the Councillors which confirms that they do allow sheds on their sites, the maximum size can be 8ft x 6ft, they must be kept in good repair and must be removed if the tenancy terminates unless agreed by the Council. They should be erected at least 18" inside the tenant's allotment boundary and the Council is not liable for any loss.

RESOLVED: Unanimously agreed to allow sheds to be erected on individual allotments.

9/4/19-No 12 To consider and approve the Project Lead for Patchway Community Centre redevelopment.

The proposal was discussed which included the costs and whether there should be a division between the preschool and the refurbishment of the Centre.

RESOLVED: - Agreed that a further meeting is required with the Architect with representatives of the project team.

9/4/19- No 13 To consider, note the financial impact and approve the football teams for the 2019/20 season.

The proposed football fixture list was discussed which included 4 new youth teams which will generate more income.

A query was raised relating to the charging and Council were advised that we are waiting to receive advice from the Council's accountant.

RESOLVED: - To agree the proposed fixture list.

9/4/19-No 14. To consider the proposed reporting information from Southern Brooks and identify any additional requirements.

The proposed reporting information from Southern Brooks was considered, the intention is that there will be quarterly reports to the Council with a presentation on the first quarterly report intended in June.

RESOLVED: - for this information to be considered by the new Council.

The renaming of the Youth Centre was raised, and the Council stated they need to be informed of any potential name change.

9/4/2019- No 15 To consider and approve requests for expenditure: -

a) Zip wire at Gorse Covert;

This was raised at the last Finance Committee and more information has been obtained, when queried the Council were advised that the fitting of the zip wire will be carried out by an independent adviser who tests and provides training on play equipment.

RESOLVED- Unanimously agreed to purchase the zip wire.

b) CCTV at Scott's Park

As the pre- planning application for the new pavilion will be submitted to SGlos soon, it was felt that this could be installed as part of the build and it may be built within a year.

RESOLVED: -Unanimously agreed to defer as part of the new Pavilion, but review the timescale every six months

c) Water cooler in the board room at Callicroft House.

The Clerk advised the water cooler in the board room was provided as a free trial and provided the costs if the Council wanted to rent it.

RESOLVED: - Unanimously agreed to return the water cooler to the supplier and use a tray of glasses with tap water.

9/4/2019- No 16 Correspondence received

a) Email from Cllr Coleman resigning from the Council

Action: -Clerk to accept her resignation and thank her for her work over the last four years.

b) Lower Thirlmere Road back lane – resident recommendation to erect a gate at the back-lane entrance – Discussed as it's a back lane it is not the Town Council's land and if it is classed as a highway you cannot put a gate up.

Action: - Clerk to check with SGlos if the position relating to the back lanes has changed and advise the resident why it cannot happen.

c) Any other correspondence- Insurance claim relating to accident at Scott Park, Clerk and the office staff are advising that legal advice should be obtained.

RESOLVED: - to obtain legal advice before responding to the Council's insurers.

9/4/19- No 17 Planning applications

Planning applications were deferred to the joint Parks and Planning Committee being held the following week.

9/4/19- No 18 Finance

To note the following income for the month of March:

Sports & Social Club	Ground Rent	£986.38
John Lawsons Circus	Rent for use of Tumps	£225.00
Stoke Lane FC	Pitch Hire	£140.00
WPS Insurance	Disposal of van	£84.84
Patchway Town Reserves FC	Pitch Hire	£350.00
Patchway Town FC	Pitch Hire	£210.00
██████████	Casson Hire	£30.00
Avon Indian Association	Casson Hire	£40.00
██████████	Casson Hire	£60.00
Stokeside FC	Pitch Hire	£70.00
Coniston Community Association	Invoice for 2015 work – Repayment to PTC	£193.76
Southern Brooks Community Partnerships	Invoice for 2015 work – Repayment to PTC	£193.76
Underwater Photography	Casson Hire	£220.00
	Total income for March 2019	£2,803.74

To note the following Direct Debits for April:

All Star Fuel	£133.82	Fuel for vehicles
British Gas	£25.28	Monthly Charge
Grenkeleasing	£141.59	Repayment for Photocopier
Virgin Media	£408.00	Broadband
Screwfix LTD (TradeUK)	£364.45	Trade Account
Total Direct Debit	£1073.14	

Statutory payment made after the meeting on 13th March 2019

HMRC	PAYE/NI Account	£4,938.63	
BANES	March Pensions Contributions	£4,698.44	
HMRC	PAYE/NI Account	£350.09	

To agree the following invoices that were invoiced in March 2019:

Advanced Plumbing and Heating	Work at Callicroft House	£378.00
ALCA	Good Councillor training course	£60.00
Building Supplies Patchway Limited	March account – Ballast, cement	£346.54
Complete Business Solutions	Paper for office	£45.00
The Consortium Office	Stationery	£68.96
Fencing Services LTD	Repair to Allotment Gate	£144
Hipwoods Garage Doors LTD	Garage Door installation – Payment 2/2	£1200
JBS Group	Safety Boots	£37.12
Nicholas Morley Architects	Design for the Patchway Community Centre development	£1800
Patchway People	Quarterly Town Council News (March edition)	£180
Prolific Solutions	Ink for printer and photocopier	£98.87
Red Twin LTD	Acoustic survey for MUGA	£1920
Scafftag	Tags for Ground staff equipment	£517.89
Stokesmorgan Planning	Fees for Patchway CC development	£1544.70
Safety Matters LTD	Fire Risk Assessment – Scott Park	£222.00
T.H White Group	Mower Service	£340.84
	Total request to spend for March 2019 invoices	£8,903.43

To agree the following invoices for work in financial year 2019/20:

ALCA	Annual Subscription to NALC + ALCA	£1129.44
Nicholas Morley Architects	Pavilion design + pre-app at Scott Park	£1600.00
Roman Glass LTD	Casson Centre Window install	£1092.00
Simply Washrooms	Care plan for Callicroft House + Casson	£336.92
Thornbury Autocentre	Tracker Subscription	£31.20
WPS	Fleet Insurance Renewal	£3,138.05
	Total request to spend for 2019/20 invoices	£7,327.61

The finance information was noted, and it was resolved to agree the payments specified in the above finance information that has been circulated with the agenda.

Two additional payments were requested for Prolific £50.18 and A J Mowers £657 relating to a repair to a fuel pipe.

RESOLVED: - Unanimously agreed for these to be paid.

9/4/19-No 19. Date of next meeting

The Council noted that the next Council meeting will be the Annual meeting of the Town Council on the 14th May 2019.

A query was raised if the Annual Parishioners meeting has been arranged, the Clerk advised that it has, and the date is Wednesday the 29th May 2019 at 6pm and it will be held at the Patchway Community Centre.

The meeting was closed at 8.10pm.