

PATCHWAY TOWN COUNCIL

Minutes of the meeting of the Town Council held on 15 January 2019 at Callicroft House, Rodway Road, Patchway.

Present:	Councillors	Mr R Loveridge (in the Chair)	Callicroft Ward
		E. Bathe-Taylor) Coniston
		Mrs M. Bathe-Taylor) Ward
		J. Butler	
		K. Dando)
		P. Cottrell) Callicroft
		S. Scott) Ward
		M. Greensword)

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

15/1/19- No 1. ONE MINUTE SILENCE FOR MRS GRAUPNER

15/1/19-No 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. M. Grotzke (long-term sick), Cllr. K Walker (holiday), Cllr. R Messenger (working) Cllr E Orpen (illness), Cllr E Martin (illness), Cllr E Gordon (working).

It was noted that under Standing Orders, Councillors must state a reason for their absence from Council meetings and that this must be recorded as well as the names of any Councillors not sending apologies. It was also noted that under Standing Orders Councillors must make their own apologies by contacting the office.

15/1/19-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.

15/1/19- No 4. MINUTES

The Minutes of the meeting of the Council held on 11th December, were considered and the date amended from the 12th December 2018 to the 11th December 2018, these were then approved as a correct record and signed by the Chairman.

15/1/19-No 5 MATTERS ARISING FROM THE MINUTES

Cllr Scott asked Cllr Dando to clarify that the SEN budget would increase where possible, Cllr Dando confirmed that at the time of the December meeting this was correct.

15/1/19-No 6 COMMITTEE REPORTS

a) Parks & Open Spaces Committee

Cllr. Loveridge presented the minutes of the meeting held on 18th December 2018, copies of which had been circulated and which were endorsed by the Council.

Cllr Dando queried if there had been any feedback from Sports England, the architect has advised that Sports England had questions with South Gloucestershire Planning, waiting for a response, uncertainty on what needs clarification.

Actions: -Cllr Dando to contact Helen Brain at South Glos urgently;
-Cllr Loveridge to forward Cllr Dando the email that Nick Morley had received.

b) Finance Committee

Cllr. Scott presented the minutes of the meeting held on the 8th January 2019, copies of which had been circulated and which were endorsed by the Council.

15/1/19-No 7 RESCIND POWER OF COMPETENCE

Due to the new clerk not having the CILCA qualification, the council must note that the power of competence has been rescinded, until the clerk has completed her CILCA qualification.

15/1/19-No 8. BUDGET FOR 2019/2020

The council considered the amendments to the proposed budget for 2019/2020 and the further suggested revisions circulated at the meeting which reflected likely budget costs.

The clerk stressed the importance of setting the budget to the same value as the precept, as this had not occurred for several years and there has been an over reliance on reserves.

The proposed budget was closely examined, and reductions were agreed for staff travel, stationary and printing with the intention to use more electronic summonses to council meetings in the future, the total removal of the chair's allowance, a reduction in unallocated youth funding, maintenance of the pavilion, repairs to shelter, notice boards and repairs and litter bins.

Actions: -

- Further investigation into other reductions, particularly on the youth and community budget with clarification on what the Town Council is paying for and what is being spent within the Patchway parish and what other towns are paying for the 4 towns play association and community transport.
- Investigations into new van- leasing or second-hand purchase.
- A log book to be introduced for both vehicles recording who is driving and the mileage.
- Patchway Sports and social club annual accounts, not received these are needed for annual turnover and charging, social club to be contacted;

- Clerk to send a letter to the Alarm Company regarding the previous break in at Scott's Park, requesting reimbursement of the shortfall between what was received via the insurance and the cost of replacement equipment.
- Tree felling course costs to be obtained for the groundsmen, to enable felling to be carried out in-house instead of by an external contractor in the future.
- Allotment budget to be merged into one budget.

As the time was 21:30, standing orders were suspended and unanimously agreed to allow the completion of business.

Cllr Greensword left the meeting.

The Christmas decorations budget was discussed and whether this should be a zero budget with further requests for sponsorships from businesses. The representatives of the public that were at the meeting were asked for their views and the response was that the Council Christmas decoration budget should be maintained with further sponsorship investigated.

Agreed, that an extraordinary meeting would be arranged the following week to finalise the budget before the deadline to notify South Gloucestershire of the precept.

Action to agree the final budget the council tax charge per household needs to be provided.

15/1/19-No 9 REQUESTS FOR EXPENDITURE

- Upgrading Security of Callicroft House quotes- deferred until the February Finance Committee.
- Upgrading Security for Scott Park quotes- deferred until the February Finance Committee.
- Gates for Scott Park and the Tumps/alternative solution-
-the gate quotes were considered, and it was agreed further quotes were required,
-the alternative solution involved purchasing the blocks that are currently on hire, it was unanimously agreed these are to be purchased.
- New Garage Door for Scott Park- deferred until the February Finance Committee
- Skips for Scott Park- Cheaper provider identified, it was agreed to change to this provider to realise the savings in the budget.
- Boiler quote-deferred until the February Finance Committee.
- Tree quotes- deferred until further quotes are received.

Those requests that have been deferred require further clarification and/or additional quotes.

15/1/19-No 10 TREE SURVEY REPORT FOR SCOTT PARK

To note three trees at Scott Park, need to be taken down as indicated in the report.

15/1/19-No 11 WAR MEMORIAL UPDATE

Replacement name plaques are with the contractor and this will be addressed once the weather is appropriate to make the changes.

15/1/19-No 12 PATCHWAY COMMUNITY CENTRE UPDATE

The letter dated the 13th November 2018 from South Gloucestershire Council was considered and the Council were advised that there was a meeting with South Gloucestershire Planning representatives the following day, it is intended that the following will be discussed: -

- the return of the £23,704 relating to the New Homes Bonus apportionment where the expectation is that this will be deployed for project management for related deliverables such as estate regeneration priorities;
- the allocation of a further £10,000 for commissioning of concept development and feasibility study reports;
- revisions to suggested target dates and expectations for the Community Centre redevelopment and section 106 allocation.

15/1/19-No 13 REPORTS FROM DISTRICT COUNCILLORS

Cllr Dando advised he had attended two taxi licence application meetings. Cllr Dando advised that he was attending a budget meeting the following day, where he should have more information on the budget, but he will need clearance for when this can be shared.

15/1/19-No14 REPORTS FROM LOCAL ORGANISATIONS

Charlton Hayes Steering group, the Deputy Clerk provided an update, YTL's first dwellings will be completed this year, advised at the meeting that the new GP surgery would not be built until the other two surgeries were at capacity. Bovis advised that South Gloucestershire will be adopting Hayes Way very soon, plans will be provided to the Town Council first. Reach are liaising with local residents. The Primary school is on target, they will have a Muga, but it will not be floodlit. S Glos Travellers representatives advised that Barratt are building behind the fixed travellers' sites and the residents have raised concerns as previous digging has resulted in rat infestations, some of the travellers have been there 20-30 years and feel threatened.

Action: - minutes of this meeting to be circulated to all Councillors

Filton and Patchway Community Engagement event 16th January 2019 at Filton Town Council 7-9pm highlighted- Cllr Dando said to pass on his apologies if anyone attended.

15/1/19-No 15. CORRESPONDENCE

Correspondence was discussed briefly, and it was agreed that this would be emailed to all councillors due to this being a late meeting.

5th December 2018 re Parking in Longney Place- email from Andrea Bonomi South Glos, in response to clerk email 27th November 2018 relating to Mr Alderman's enquiry.

17th December 2018 Draft Patchway Station Vision Study- Letter from S Glos Ben McGee Principal Transport Planning Officer- non-technical survey looking at how accessibility to and facilities at the station might be improved in the future, should funding become available. - PTC comments required by 25th Jan 2019, final study report March 2019.

17th December 2018-Cribbs Patchway metrobus extension- Gipsy Patch Lane works- email from Ben McGee- re setting up a Stakeholder Liaison Group- meeting arranged for 31st January- Clerk & Deputy to attend.

18th December 2018-High volumes of traffic in Patchway- response to Clerk email 29th Nov 2018- plan attached showing roads the Town Council requested, asking comments asap, traffic survey will be carried out early April.

18th December 2018-Charity Scope from Dave Rayner- looking to find new locations and to further expand their network of textile recycling banks- explore opportunity of possibly finding new locations in Patchway for the public to donate their old clothes to help support & raise funds for Scope.
Requesting any ideas or suggestions on possible locations.

8th January 2019-email re the state of Patchway- clothes bank by the Hub photo, suggesting local councillors to walk around the streets and back lanes to see the absolute disregard for highway, planning and general laws.

9th January 2019 Letter: -

Issues relating to parking from Aztec west, resident parking request, travellers breaking the gate in Waterside Drive bringing their caravans into the field, using the parking area as a public toilet and the traveller's children walking over cars and breaking car wing mirrors. Petition 10 signatures.

9th January 2019- South Glos Council Chair's Community Awards 2019- from South Glos Chair Rachael Hunt- who are your local community heroes, people who make a difference by helping others and contribute enormously in your area & South Glos Nomination process now open for individuals who volunteer & also for voluntary groups- deadline 28th Feb 2019.
Agreed to display the poster.

10th January 2019- spring Clean Mon 11th Feb- Fri 10th May 2019- booking form for lending equipment and register any event .

15/1/19-No 16. PLANNING APPLICATIONS.

The Council made no objection to the following planning applications received: -

Former Filton Airfield - Erection of 278no dwellings with landscaping, car parking and associated works

Parcels H1, H2A, H2B Charlton Hayes Patchway South Gloucestershire BS34

5GB – Installation on 1 no. substation

- Charlton Hayes Local, Unit A, Charlton Boulevard – Premises Application
- Hayes Way – Toucan Crossing – Consultation open until 18/1
- 7 Brighton Road – Single Storey Rear Extension
- 1a Coniston Road – Change of use
- Unit 2A and 2B Aztec West Business Park
- Proposed Base station upgrade – Aztec West
- 134, Rodway Road, Patchway- erection of single storey rear extension to form additional accommodation.
- 91, Bradley Road, Patchway- erection of a 1st floor side extension to form additional accommodation.
- 145, Worthing Road, Patchway- erection of rear conservatory- certificate of lawfulness.

15/1/19-No 17 FINANCE

The Council noted the following income:

Date	Received from	Particulars of receipt	Total to Bank
01/12/2018	Sports and Social Club	Rent	£986.38
10/12/2018	McCarthy and Stone	Christmas light sponsorship	£466.00
20/12/2018	WPS Insurance	Insurance claim for park break in 2/2	£320.13
20/12/2018	Residents	Photocopying	£3.70
31/12/2018	NatWest	Interest received	£80.10
		Total for December 2018	£1,856.31

The Council noted the following Direct Debits:

Inty Ltd	£60.93	Software Subscription
All Star Fuel	£190.89	Fuel for vehicles
British Gas	£25.28	Monthly Charge
Hitachi Finance Ltd	£827.95	Mower Payment
Grenkeleasing	£141.59	Repayment for photocopier
	Total Direct Debit	£1,246.64

The Council agreed the following invoices for payment:

To agree the following invoices for payment:

Payable by whom	Particulars of receipt	Net	VAT	Total to Bank		Power
A J Mowers Ltd	Ransomes roller repairs	£167.50	£33.50	£201.00		Public health act 1875 s164. Open Space act 1903 ss 9-10 15
	Service Ransomes 2250 + triple mower	£890.58	£178.12	£1,068.70		
	Ransomes HR6010 service	£699.53	£139.91	£839.44		
	Ransomes 6010 service and repairs	£1,053.32	£210.66	£1,263.98	Total	
	Ransomes 2250 service	£453.85	£90.77	£544.62	£3,917.74	
Aitkens	moss control					LG(MP) Act 1976 s19
BANES	Pensions	£4,505.18		£4,505.18		LGA 1972 S112
Building Supplies Patchway Ltd	Ballast	£41.15	£8.23	£49.38		Open Space act 1903 ss 9-10 15
Brosch Direct Ltd	cleaning supplies	£83.96	£16.79	£100.75	Total	Local Government (Miscellaneous Provisions) Act 1976, s.19
	cleaning supplies	£16.48	£3.30	£19.78	£120.53	
Chris White	Safety shoes	£12.00		£12.00		LGA 1972 S112
CW Property Works	Callicroft House carpet cleaning	£300.00		£300.00		Local Government (Miscellaneous Provisions) Act 1976, s.19

Consortium	office chair - clerk	£93.49	£18.70	£112.19		Local Government (Miscellaneous Provisions) Act 1976, s.19
	office equipment	£38.88	£7.78	£46.66	Total	LGA 1972 S111
	office equipment	£10.29	£2.06	£12.35	£171.20	
DCK Accounting	Accountancy services	£416.00	£83.20	£499.20		LGA 1972 s111
HMC Patchway	tyres	£68.00	£13.60	£81.60		Open Space act 1903 ss 9-10 15
HMRC	Tax & NI Dec	£5,030.10		£5,030.10		LGA 1972 S112
Ionet	IT equipment	£929.00	£185.80	£1,114.80		LGA 1972 s111
Iris	payroll software	£25.64	£5.13	£30.77		LGA 1972 s111
JBS Group	Safety clothing	£280.79	£56.16	£336.95		LGA 1972 S112
KN Office Supplies Ltd	Professional document disposal	£135.00	£27.00	£162.00		LGA 1972 s111
Liam Rexworthy	Electrical Work in the Casson Centre	£250.00		£250.00		Local Government (Miscellaneous Provisions) Act 1976, s.19
L&P Maintenance	Block hire	£500.00		£500.00		Open Space act 1903 ss 9-10 15
Nicholas Morley Architects	MUGA planning application	£400.00	£80.00	£480.00		
Prolific	Ink printers	£29.77	£5.95	£35.72		LGA 1972 s111
Patchway People	Advert	£180.00		£180.00		
Rob Hailey Signs	sign writing truck	£98.00		£98.00	Total	
	sign writing board	£45.00		£45.00	£143.00	
Sandra Smith	cleaning supplies	£11.99		£17.14		Local Government (Miscellaneous Provisions) Act 1976, s.19
South Gloucestershire Council	Coniston rent	£250.00		£250.00	Total	
	Christmas lights	£7,022.00	£1,404.40	£8,426.40	£8,676.40	Local Government Act 1972, s.144
South West Floor Care Ltd	communal carpet cleaning	£280.00		£280.00		Local Government (Miscellaneous Provisions) Act 1976, s.19
Spartan	motor parts	£69.16	£13.83	£82.99		Open Space act 1903 ss 9-10 15
	van parts	£19.00	£3.80	£22.80	Total	
Thornbury Autocentre	tracker	£26.00	£5.20	£31.20	£54.00	

Patchway Twinning	Grant	£500.00		£500.00		LGA 1972 s137
Salaries	December pay	£16,826.21		£16,826.21		LGA 1972 S112
Viridor	skip exchange	£236.73	£47.35	£284.08		LGA (MP) Act 1976 s19
			Total for month	£44,640.99		

15/1/19-No 18. DATE OF NEXT MEETING

The Council noted that the next meeting would be held on Tuesday 12th February 2019.

15/1/19-No 19- CLOSED SESSION

As the closed session related to a Personnel Committee held on the 18th December 2018, members of the public were asked to leave the room.

The minutes of the Personnel meeting were agreed with revised amendments.