

## PATCHWAY TOWN COUNCIL

### **Minutes of the meeting of Patchway Town Council held on the 19<sup>th</sup> of October 2021 at 19:00 at Callicroft House, Patchway.**

**Councillors:** J Butler (Chairman), R Loveridge, R Walker, I Walker, K Dando, B Hopkinson, P Cottrell, J Buddhharaju, E Martin, S Scott, T Scott, D Lawrence, and S Shambhu.

**In attendance:** J Turner (Town Clerk and RFO), Christiana Makariou and Simon Fitton (YTL Developments) and Peter Knight (Candidate for co-option).

**Absent:** Cllr E Gordon.

**Members of the Public:** One.

As the time was 19:00, the Chair, Cllr J Butler called the meeting to order and informed all participants that the meeting would be recorded in line with The Openness of Local Government Regulations 2014 (SI2014/2095) and Patchway Town Council' protocol on the filming and recording of Town Council, Committee and Sub- Committee meetings.

#### **19/10/2021 - No 1 To receive a presentation and update from YTL regarding the Brabazon Development.**

The Chairman welcomed the representatives from YTL Developments to discuss the latest developments on the Brabazon site. The Council noted that YTL were exploring if they could house a 1000 extra homes on the site to deliver the new homes as set out in the strategy by South Gloucestershire Council. The Council noted that YTL have to build three schools and a community centre as part of the agreement. The Council learned that £75 million would be invested into the transport infrastructure on the site including Metrobus and higher frequency trains. Councillors raised concerns over the need for a doctors surgery and learned that there would be six GP rooms housed within the community centre building at Brabazon. The Council learned that 17% of the development would be social housing. There were concerns over private amenable space, which YTL stated that all houses have a garden and all apartments will have a balcony. Also, that all houses will have access to Brabazon Park. The Council were concerned about the road surfacing issues that effect Charlton Hayes, effecting Brabazon and the Council learned that the surfacing would be done in stages. The Chairman thanked the representatives for attending the meeting and they left the meeting.

#### **19/10/2021 - No 2 To receive the applications for Co-Option to Patchway Town Council.**

- a) **To receive a short presentation from Candidate A on why they should be co-opted onto Patchway Town Council.**

The Council noted that Natalie Field had withdrawn.

- b) **To receive a short presentation from Candidate B on why they should be co-opted onto Patchway Town Council.**

The Council received a short presentation from Peter Knight.

- c) **To resolve to co-opt a candidate to Patchway Town Council.**

**RESOLVED:** It was unanimously agreed to co-opt Peter Knight onto Patchway Town Council.

- d) **To receive the co-opted Councillors Declaration of Acceptance of Office and duly sign the form.**

Upon being co-opted, Peter Knight signed the Declaration of Acceptance of Office.

**19/10/2021 - No 3 To receive questions from members of the public present.**

A resident raised a concern over the publicity of Patchway Town Council meetings. The Clerk would look into how the Council can advertise their meetings more widely.

**19/10/2021 - No 4 To receive any apologies for absence.**

No apologies received.

**19/10/2021 - No 5 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 Loveridge, K Dando and P Cottrell declared their interest in item 24.

Cllr E Martin declared her interest in item 15.

**19/10/2021 - No 6 To consider and approve any dispensations for this meeting.**

**RESOLVED:** It was agreed by a majority, with one abstention, to approve a dispensation for Cllr R Loveridge, K Dando and P Cottrell for item 15. It was further resolved by a majority, with one abstention, to approve a dispensation for Cllr E Martin on item 15.

**19/10/2021 - No 7 To approve the minutes of the Patchway Town Council meeting held on Tuesday 21<sup>st</sup> September and to note any issues.**

**a) To receive the Clerk/RFO's report for this committee meeting.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record. The action report was noted.

**19/10/2021 - No 8 To approve the minutes of the Patchway Town Council meeting held on Tuesday 5<sup>th</sup> October 2021 and to note any issues.**

**a) To receive the Clerk/RFO's report for this committee meeting.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record. The action report was noted.

**19/10/2021 - No 9 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 28th September 2021.**

The minutes were noted.

**19/10/2021 - No 10 To note the minutes of the Finance Committee held on Tuesday 12th October 2021 and to consider the below recommendations:**

**a) To consider the recommendation that Patchway Town Council adopts the options for sponsorship with a degree of flexibility for the Town Clerk to negotiate with interested businesses.**

The minutes were noted.

**RESOLVED:** It was unanimously agreed to approve the recommendation.

**19/10/2021 - No 11 Council Finance.**

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

The Council noted the current positions as of 19<sup>th</sup> October 2021:

Current Account - £1000

Business Reserve - £450,966.38

**b) To note the current financial position of the Town Council's Investments.**

The Council noted the current positions as of October 2021:

CCLA Public Sector Deposit Fund – £642,740.57  
Cambridge and Counties - £50,000

- c) To note the Bank Reconciliation and Bank Statements for September.
- d) To note the income and expenditure reports for September.
- e) To note the monthly summary of accounts for September.

The Council noted these items.

- f) To approve the expenditure report and authorise payments.

**RESOLVED:** It was unanimously agreed to approve the report and authorise payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Advanced Plumbing and Heating	Drain Work at Scott Park.	£ 187.50	£ 37.50	£ 225.00	10-21-002
Alan Coward & Son	Drying Room Hire X2.	£ 265.98	£ 53.20	£ 319.18	10-21-003
Avoncrop	Surrey Loam.	£ 257.50	£ 51.50	£ 309.00	10-21-004
Beard	PCC Project: Valuation 14.	£ 103,628.24	£ 20,725.65	£ 124,353.89	10-21-005
Clubspark	Yearly Fee.	£ 1,800.00	£ 360.00	£ 2,160.00	10-21-006
DCK Accounting Solutions	VAT Partial Exemption Calculation.	£ 410.00	£ 82.00	£ 492.00	10-21-007
Davies and Partners	Lease Advice.	£ 440.00	£ 88.00	£ 528.00	10-21-008
GB Sports & Leisure	Spring Rockers X 5.	£ 2,062.50	£ 412.50	£ 2,475.00	10-21-009
Gordon Playground Inspections LTD	Play Area Inspections - September.	£ 360.00	£ 72.00	£ 432.00	10-21-010
Jenkins and Potter	PCC Contract: Construction Phase Support.	£ 2,013.50	£ 402.70	£ 2,416.20	10-21-011
Melrose Associates	NSP Pavilion: Pre Contract Services.	£ 5,090.00	£ -	£ 5,090.00	10-21-012
Melrose Associates	PCC Project: Contract Administration.	£ 4,522.75	£ -	£ 4,522.75	10-21-013
National Association of Local Councils	Local Council Award Scheme Registration Fee.	£ 50.00	£ 10.00	£ 60.00	10-21-014
N Brock	Tree Work at Scott Park.	£ 395.00	£ 15.80	£ 410.80	10-21-015
PKF Littlejohn	External Audit Review 2020/2021.	£ 2,400.00	£ 480.00	£ 2,880.00	10-21-016
Prolific Solutions	Printing Costs - September.	£ 64.71	£ 12.94	£ 77.65	10-21-017
RBS Rialtas	License Fee.	£ 530.00	£ 106.00	£ 636.00	10-21-018
Rob Hainey Signs and Graphics	Internal Chairman Sign.	£ 45.00	£ -	£ 45.00	10-21-019
Rob Hainey Signs and Graphics	No Driving Instructor sign at Scott Park.	£ 45.00	£ -	£ 45.00	10-21-020
Rob Hainey Signs and Graphics	Honours Board ammendments.	£ 35.00	£ -	£ 35.00	10-21-021
Rob Hainey Signs and Graphics	PCC Project: Vinyl Frosting to Windows.	£ 460.00	£ -	£ 460.00	10-21-022
Select Security Solutions LTD	Annual CCTV Maintenance - Rodway Road.	£ 357.35	£ 71.47	£ 428.82	10-21-023
Select Security Solutions LTD	Annual CCTV Maintenance and 4G Router - Scott Park.	£ 788.21	£ 157.64	£ 945.85	10-21-024
Simply Washrooms	Nappy Unit.	£ 141.35	£ 28.27	£ 169.62	10-21-025
Society of Local Council Clerks	Finance Course for Clerk.	£ 120.00	£ 24.00	£ 144.00	10-21-026
So Clear	Gutter clearance at Callicroft House.	£ 150.00	£ -	£ 150.00	10-21-027
Steve's Garden Care	October work as sub-contractor.	£ 1,280.00	£ -	£ 1,280.00	10-21-028
Towergate Insurance Brokers	PCC Project: Contract Works Extensions.	£ 302.50	£ -	£ 302.50	10-21-029
West Country Electrical Services	Connecting new changing rooms.	£ 1,380.96	£ 276.19	£ 1,657.15	10-21-030
Willbox	Shower Block Hire.	£ 420.70	£ 84.14	£ 504.84	10-21-031
	<b>Total for October 2021</b>	<b>£ 130,003.75</b>	<b>£ 23,551.50</b>	<b>£ 153,555.05</b>	

- g) To consider the grant application from The Link Club, as deferred from the Grants Working Party.

**RESOLVED:** It was unanimously agreed to award The Link Club a grant of £1000.

**19/10/2021 - No 12 The consider the following planning applications:**

- a) P21/06296/F - Erection of railway station with 1 no. footbridge, temporary car park, access and associated works - Former Filton Airfield Patchway South Gloucestershire BS34 5BZ.
- b) P21/06467/F - Demolition of garage. Erection of single and two storey detached ancillary annexe - 193 Gloucester Road Patchway South Gloucestershire BS34 6ND.

- c) **P21/06575/CLP - Hip to gable loft conversion with rear dormer - 141 Worthing Road Patchway South Gloucestershire BS34 5HU.75, Bradley Road P21/05944/F-Erection of single storey rear extension to form additional living accommodation.**

**RESOLVED:** It was unanimously agreed to raise no objections to these applications.

**19/10/2021 - No 13 To review and adopt the following policies:**

- a) **Business Continuity and Disaster Recovery Policy.**
- b) **Document Management and Archive Policy.**
- c) **Management of Contractors Policy.**
- d) **Play Area Inspection Policy.**
- e) **Debit Card Policy.**
- f) **Mayoral Charity Policy.**
- g) **Honorary Freeman Procedure.**

**RESOLVED:** It was unanimously agreed to approve all of the policies with an amendment on the Mayoral Charity Policy to replace 'ecclesiastical charity' with 'religious bodies'.

**19/10/2021 - No 14 To consider the recommendation from the Personnel Committee held on 20th September 2021, that Patchway Town Council adopts the following risk assessments:**

- a) **Outdoor Staff Risk Assessment.**
- b) **Council Property Risk Assessment.**
- c) **Hire of The Casson Centre Risk Assessment.**
- d) **Hire of Sports Facilities Risk Assessment**

**RESOLVED:** It was unanimously agreed to approve the risk assessments.

**19/10/2021 - No 15 To consider the recommendation from the Parks, Open Spaces, Planning and Transport Committee held on 6th July 2021, that Patchway Town Council carry out work to extend the entrance path at Blakeney Road playing field.**

**RESOLVED:** It was agreed by a majority, with one abstention, to extend the entrance path at Blakeney Road playing field.

**19/10/2021 - No 16 To consider the recommendations from the Grants Working Party, as outlined in the report.**

**RESOLVED:** It was unanimously agreed to approve the recommendations as below:

<b><u>Organisation</u></b>	<b><u>Funding for What?</u></b>	<b><u>Amount Applied For</u></b>	<b><u>Outcome</u></b>
1. Coniston Café	Additional Services and menu items. Continuing to support the vulnerable residents	£1000.00	Defer until January – Awaiting accounts.
2. Patchway Garden Society	Guest speakers at meetings and events, when allowed.	£300.00	Defer until January and reach out to see if PTC can support the group with publicity.
3. Bristol BMX Club	EMERGENCY GRANT: Southwest Championships.	£1000.00	<b>Reject – Already had one grant for this year.</b>

4. Citizens Advice South Gloucestershire	To fund the Patchway service.	£750.00	<b>Approve full amount.</b>
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**19/10/2021 - No 17 To consider setting up a 'Christmas Gift' scheme for a care home in Patchway, as deferred from the meeting of Patchway Town Council on Tuesday 5th October 2021.**

**RESOLVED:** It was unanimously agreed to set up a working party of Cllrs P Knight, I Walker, D Lawrence, T Scott and R Loveridge to discuss this scheme further.

**19/10/2021 - No 18 To receive an update on the Local Council Award Scheme Application.**

- a) To resolve to submit Councillor profiles to the Town Clerk.
- b) To resolve to submit all training undertaken by Members, since the date of election to Patchway Town Council, to the Town Clerk.

**RESOLVED:** It was unanimously for the Clerk to circulate what was needed and for all Councillors to return the information as soon as possible.

**19/10/2021 – No 19 To carry out a progress review of Patchway Town Council's Three Year plan, focusing on 2021/2022.**

- a) **Community Engagement.**

No progress had been made since the previous meeting.

	<b>Community Engagement</b>
<b>Timescale for Implementation</b>	<b>Full Council</b>
<b>2021/2022</b>	
	Monthly Newsletter
	Patchway Festival
	Social Media
	Live Streaming Meetings
	Community Events
	Quarterly Newsletter
	Flyers and Leaflets.

**19/10/2021 - No 20 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 Cllr S Scott on the South Gloucestershire Council budget review. Cllr S Scott provided an update on the S106 agreement for Brabazon and that Patchway Town Council should be involved with shaping where the monies go. The Council noted from Cllr J Buddharaju that it was important to comment on road surfacing when discussing the planning applications for Brabazon. Cllr S Shambhu provided an update on the swings in Sparrowbill Park. Cllr S Shambhu also stated that he was trying to get three poppies re-marked and another added to the streets in time for Remembrance Day. The

Council noted a report from Cllr B Hopkinson with the fraught relationship with the West of England Combined Authority.

**b) 3G and Cricket Nets Report.**

The Clerk provided an update. The Council were still awaiting the final account.

**c) Patchway Community Centre redevelopment.**

The project report was noted. The Council noted that the finish date for phase 2 was now 22<sup>nd</sup> November 2021. The project manager raised concerns over the Extensions of Time and would like a legal opinion.

RESOLVED: It was unanimously agreed to appoint Sean Randall-Morris from Royds Withy King for a fee of £295 per hour.

**d) Norman Scott Park Pavilion**

The Clerk provided an update. The final plans had been sent through and would go on the Patchway Town Council website for people to see. The Chairman provided an update on some savings that have been made.

**e) Coniston Community Association.**

No update.

**f) Bromford Housing Association.**

The Clerk provided an update. The underpass at The Parade will be cleared of the undergrowth by South Gloucestershire Council. The Council noted that Mark Greveson would be attending the November Full Council meeting to discuss the issues with The Parade and how the Council would like to see it in the future.

**g) 'Wild Patchway' Photography Competition.**

No update was given.

**h) Youth Work Working Party.**

The Council received an update. A meeting was held with Ternaya Cummings. Ternaya is planning to run the play scheme in every half term, free of charge for all those who attend. Ternaya is also trying to set up some youth schemes in the area, involving sport and would like to use the 3G pitch for this activity. The Council were keen to keep exploring this avenue of youth work. It was agreed to invite Sharon Adams to a future Council meeting also.

**i) Patchway Remembrance Service.**

The Clerk provided an update. The war memorial had been re-rendered and all the slabs re-grouted. The small flagpole was also now fixed.

**j) Queen Elizabeth's Diamond Jubilee 2022.**

The Clerk provided an update on the initial plans as discussed by the working group. It was noted that this event should replace the Patchway Festival for 2022. It was noted that the Beacon would need to be moved, which would be discussed at the meeting of the Parks, Open Spaces, Planning and Transport committee next week. The outline plan at the moment included a candlelight walk to the beacon on the Thursday, a main event in Scott Park including a funfair and music on Friday and Saturday and the Council would encourage residents to arrange a street party on the Sunday. The working party would now get some costings and report this back to the Council. It was agreed to go out to public consultation on what the public would like to see. Cllr Shambhu raised that South

Gloucestershire Council had a pot of money earmarked for this event. The Clerk would like into this.

**k) Patchway Twinning Association.**

No update was given.

**l) Mamas Bristol CIC.**

The Council noted the email from Mamas Bristol CIC. They were pleased to note that progress had been made on the storage in The Casson Centre. The Council considered the request for out of hours access and agreed that this could not be provided to the group but the Council would assist in finding another alternative location for the access. It was agreed to have a Fire Risk Assessment carried out in The Casson Centre now that the new annexe had opened and the equipment in the centre had been reduced. It was also noted that funds had been earmarked for the roof to be replaced and this work would need to be carried out from April 2022 due to issues with the building structure, thus meaning the centre would not be useable for at least 16 weeks plus any time for refurbishment. This would be brought to the next Council meeting.

**RESOLVED:** It was unanimously agreed to not renew the hire agreement after it expires as the Council need to refurbish the centre.

**m) Almondsbury Joint Burial Committee.**

- n)** The Clerk has asked all Councillors to send their apologies to the Clerk of the Cemetery if they cannot attend the meeting. Cllr E Martin raised the issue of apologies not going through and this will be raised by the Clerk. Cllr T Scott also stated that she receives regular emails despite not being on the committee, the Clerk will raise this too. Cllr K Dando provided an update on the need for more land to be acquired.

**o) South Gloucestershire Council Chair's Community Awards 2021/22.**

The update was noted.

**19/10/2021 - No 21 To note that the next meeting will be held on Tuesday 16<sup>th</sup> November 2021 at 7pm.**

Noted.

**19/10/2021 - No 22 To resolve that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following agenda items.**

**RESOLVED:** It was unanimously agreed to exclude the public and press for the below items.

**19/10/2021 - No 23 To consider any updates and recommendations from the Personnel Committee held on Wednesday 13th October 2021.**

Cllr K Dando provided an update. The Council noted that two requests had been received by members of staff in relation to their future employment. The Council noted that no applicants had applied for the Lead Groundsman role (internal), Assistant Town Clerk/Facilities Manager role and Assistant Groundsman role. The Council noted that a receptionist role for ten hours per week should be advertised to provide clerical support in the office.

**RESOLVED:** It was unanimously agreed to re-advertise for the Lead Groundsman role and open it up for all to apply. It was noted that if this post was filled, the assistant role would not need to be filled



currently. It was further resolved to unanimously agree that Patchway Town Council advertises for a ten hour a week receptionist for a two week period.

**a) To approve the recommendation that a member of staff's request is approved.**

**RESOVLED:** It was unanimously agreed to approve the request for flexible retirement to three days a week, effective from May 1<sup>st</sup>, 2022, for a member of staff. It was further resolved, by a majority with one abstention, to approve the request for voluntary redundancy.

**b) To approve the recommendation that Patchway Town Council adopt the Appraisal Scheme.**

**RESOLVED:** It was unanimously agreed to approve the scheme with an amendment to add in a 'Exceeds Requirements' category, an amendment to remove the holiday incentive in the scheme and an amendment to remove the appeal process.

**19/10/2021 - No 24 To receive an update on the lease agreement for the changing rooms within Patchway Sports and Social Club.**

The Clerk provided an update. The Chairman of the Club was happy for the Council to look at taking over the changing rooms and confirmed that the Club would be responsible for the roof.

**RESOLVED:** It was unanimously agreed to obtain legal advice on the lease to progress this further.

**The meeting was closed at 21:29.**