

PATCHWAY TOWN COUNCIL

Minutes of the meeting of Patchway Town Council held on the 15th of June 2021 at 19:00 at Patchway Community Centre.

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

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

Absent: None

Members of the Public: Two.

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's protocol on the filming and recording of Town Council, Committee and Sub-Committee meetings

15/06/2021 - No 1 To receive questions from members of the public present.

No questions were received.

15/06/2021 - No 2 To receive any apologies for absence.

The Council noted apologies from Cllr R Walker (Jury Service), Cllr E Martin (Sickness), Cllr E Gordon (Work) and Cllr J Buddhharaju (Isolating).

15/06/2021 - 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.

15/06/2021 - No 4 To consider and approve any dispensations for this meeting.

No applications for dispensations were received.

15/06/2021 - No 5 To consider and approve the minutes of the Annual Meeting of Patchway Town Council held on 4th May 2021.

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

15/06/2021 - No 6 To consider whether Cllr Lawrence would like to join the following committees:

- a) Parks, Open Spaces, Planning and Transport.
- b) Avon Local Council's Association (ALCA).
- c) Patchway, Filton & The Stokes Volunteer Centre.
- d) Patchway Twinning Association.

RESOLVED: It was unanimously agreed to appoint Cllr D Lawrence to all of the above committees.

15/06/2021 - No 7 To review the Preferred Suppliers List:

- a) To review the suppliers and agree the list.
- b) To consider changing the quotation limit to be £3,000 for all suppliers (noting that any quote over £3,000 would be subject to three quotes.

RESOLVED: It was unanimously agreed to agree the list and to amend the quotation limit to £3,000 for all suppliers.

15/06/2021 – No 8 To consider the re-adoption of the following policies and strategies:

a) Financial Regulations

- i. To approve the amendment to Financial Regulations to allow committees of the Council to spend £10,000 (previously £7,500)
- ii. To approve the amendment to Financial Regulations to raise the quotation limit of the preferred suppliers list to £3,000 for all suppliers.

RESOLVED: It was unanimously agreed to adopt the Financial Regulation with the amendments

b) Community Award Protocol.

RESOLVED: It was unanimously agreed to adopt the protocol with one alteration to specify 'including' Charlton Hayes rather than 'and'.

15/06/2021 – No 9 To consider the internal Audit Report for 2020/2021 and action any recommendations put forward by the Internal Auditor.

RESOLVED: It was unanimously agreed to approve the report as read. There were no recommendations arising from the report. Thanks were given to the Officers and The Council for the hard work they have put in, from where the Council was three years ago.

15/06/2021 - No 10 Council Finance.

- a) To note the current financial position of the two bank accounts.
- b) To note the current financial position of the Town Council's Investments.
- c) To note the Bank Reconciliation and Bank Statements for April.
- d) To note the income and expenditure reports for April.
- e) To note the monthly summary of accounts for April.
- f) To note the Bank Reconciliation and Bank Statements for May.
- g) To note the income and expenditure reports for May.
- h) To note the monthly summary of accounts for May.
- i) To note the expenditure report for May and to note that payments had been made and authorised by two councillors as per Financial Regulations.

RESOLVED: It was unanimously agreed to the note the reports. The expenditure report for May can be seen below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Advanced Security Systems LTD	Annual Alarm Service, Fire Alarm Test and Service and replacement of smoke detector - Callicroft House.	£ 305.00	£ 61.00	£ 366.00	Local Government and Rating Act 1997, s.31	05-21-013
Advanced Security Systems LTD	Annual Alarm Service, Fire Alarm Test and Service - Casson Centre.	£ 250.00	£ 50.00	£ 300.00	Local Government and Rating Act 1997, s.31	05-21-014
Auditing Solutions LTD	End of Year Internal Audit.	£ 445.00	£ 89.00	£ 534.00	Local Government Act 1972 s.111	05-21-015
Building Supplies (Patchway) LTD	Top Soil.	£ 57.47	£ 11.49	£ 68.96	Local Government (Miscellaneous Provisions) Act 1976, s.19	05-21-016
Cordell Health	OHP Referral.	£ 142.50	£ 28.50	£ 171.00	Local Government Act 1972 s.111	05-21-017
DCK Accounting Solutions	End of Year Closedown.	£ 346.00	£ 69.20	£ 415.20	Local Government Act 1972 s.111	05-21-018
Ecosolve LTD	Sports Pitch Maintenance - April.	£ 280.00	£ 56.00	£ 336.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	05-21-019
GB Sports and Leisure	Delivery Charge for Play Equipment.	£ 10.00	£ 2.00	£ 12.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	05-21-020
Gordon Playground Inspections LTD	Play Area Inspections - April.	£ 360.00	£ 72.00	£ 432.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	05-21-021
Hyde Craft Carpentry	Casson Centre Door.	£ 374.40	£ -	£ 374.40	Local Government Act 1972, s.144	05-21-022
Iron Man Metal Recycling	Removal of containers at Pretoria Road Allotments.	£ 1,340.00	£ 268.00	£ 1,608.00	Public Health Act 1875, s.164.	05-21-023
Integrale	Ground Investigation - NSP Pavilion.	£ 2,119.00	£ 423.80	£ 2,542.80	Local Government Act 1972 s.111	05-21-024
J.M Hazell Electrical LTD	Annual PAT Testing and Emergency Light Testing.	£ 256.00	£ 51.20	£ 307.20	Local Government Act 1972 s.111	05-21-025
KT Properties LTD	Installation of Equipment.	£ 6,007.50	£ 1,201.50	£ 7,209.00	Open Spaces Act 1906 ss.9-10	05-21-026
Melrose Associates	Contract Administration - PCC Project.	£ 5,462.50	£ -	£ 5,462.50	Local Government Act 1972 s.111	05-21-027
Melrose Associates	Contract Administration - NSP Pavilion.	£ 4,162.50	£ -	£ 4,162.50	Local Government Act 1972 s.111	05-21-028
National Security Group	Annual Keyholding Subscription and Call Outs.	£ 920.00	£ 184.00	£ 1,104.00	Local Government and Rating Act 1997, s.31	05-21-029
Prolific Solutions	Printing Costs - April.	£ 65.40	£ 13.08	£ 78.48	Local Government Act 1972 s.111	05-21-030
ProStructures	NSP Pavilion - Structural Engineer.	£ 1,430.00	£ 286.00	£ 1,716.00	Local Government Act 1972 s.111	05-21-031
Rob Hainey Signs and Graphics	Honours Board Amendment.	£ 50.00	£ -	£ 50.00	Local Government Act 1972 s.111	05-21-032
Rob Hainey Signs and Graphics	Casson Centre Window Frosting.	£ 75.00	£ -	£ 75.00	Local Government Act 1972 s.111	05-21-033
Solum Surveying LTD	CCTV Survey.	£ 550.00	£ 110.00	£ 660.00	Local Government Act 1972 s.111	05-21-034
South Gloucestershire Council	Mower Repairs.	£ 208.88	£ 41.78	£ 250.66	Public Health Act 1875, s.164.	05-21-035
The Bush Consultancy	NSP Pavilion - Architectural Services.	£ 5,000.00	£ 1,000.00	£ 6,000.00	Local Government Act 1972 s.111	05-21-036
The Bush Consultancy	PCC Project - Architectural Services.	£ 1,700.00	£ 340.00	£ 2,040.00	Local Government Act 1972 s.111	05-21-037
The Hilton Cabinet Company LTD	Book of Remembrance.	£ 289.50	£ 57.90	£ 347.40	Local Government Act 1972 s.111	05-21-038
Thornbury Autocentre	Tracker for Truck (Yearly Fee)	£ 312.00	£ 62.40	£ 374.40	Open Spaces Act 1906 ss.9-10	05-21-039
Total Print Solutions	Design and Production of Patchway Map.	£ 5,212.20	£ 1,042.44	£ 6,254.64	Open Spaces Act 1906 ss.9-10	05-21-040
Watt Design	PCC Project - M+E Services.	£ 450.00	£ 90.00	£ 540.00	Local Government Act 1972 s.111	05-21-041
Ultima Environmental	Chemical Waste Removal.	£ 950.00	£ 190.00	£ 1,140.00	Open Spaces Act 1906 ss.9-10	05-21-042
J & Sons Electrical Services	Light work at Callicroft House and Scott Park.	£ 162.00	£ -	£ 162.00	Local Government Act 1972 s.111	05-21-073
Dragon Play and Sports	Installation of Basketball Court at Blakeney Road.	£ 16,246.00	£ 3,249.20	£ 19,495.20	Open Spaces Act 1906 ss.9-10	05-21-074
J Aldhouse	Expenses: Battery, WD40 and oil	£ 75.82	£ 15.17	£ 90.99	Open Spaces Act 1906 ss.9-10	05-21-075
Total for May 2021		£55,614.67	£9,065.66	£64,680.33		0

j) **To approve the expenditure report and authorise payments.**

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Power	Our Ref
Ecosolve LTD	End of season renovations on two pitches.	£ 6,918.00	£ 1,383.60	£ 8,301.60	Local Government (Miscellaneous Provisions) Act 1976, s.19	06-21-001
Prolific Solutions	Printing Costs - May.	£ 63.85	£ 12.77	£ 76.62	Local Government Act 1972, s.111	06-21-002
Rob Hainey Signs and Graphics	BMX Track Signage.	£ 405.00	£ -	£ 405.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	06-21-003
Rob Hainey Signs and Graphics	MUGA and Cricket Signs.	£ 850.00	£ -	£ 850.00	Local Government (Miscellaneous Provisions) Act 1976, s.19	06-21-004
South Gloucestershire Council	Installation of bin.	£ 198.90	£ 39.76	£ 238.56	Public Health Act 1875 s.164	06-21-005
Stoke Lane FC U18's	Refund of Hire Fees.	£ 88.00	£ -	£ 88.00	Local Government Act 1972, s.111	06-21-006
The Bush Consultancy	Architect Services for PCC Project.	£ 1,700.00	£ 340.00	£ 2,040.00	Local Government Act 1972, s.111	06-21-007
lonet Systems LTD	WiFi Extender at Callicroft House.	£ 307.00	£ 61.40	£ 368.40	Local Government Act 1972, s.111	06-21-008
QED Engineering	NSP Pavilion: M+E Tender Design Package.	£ 8,445.00	£ 1,689.00	£ 10,134.00	Local Government Act 1972, s.111	06-21-009
Pro Structures	NSP Pavilion: Structural Engineer.	£ 2,425.00	£ 485.00	£ 2,910.00	Local Government Act 1972, s.111	06-21-010
Pro Structures	PCC Project: Structural Engineer.	£ 300.00	£ 60.00	£ 360.00	Local Government Act 1972, s.111	06-21-011
E W Beard	PCC Project: Valuation 9.	£ 107,023.20	£ 21,404.65	£ 128,427.85	Local Government Act 1972, s.111	06-21-012
Patchway Community Centre	PCC Project: Electric Reimbursement.	£ 1,938.92	£ 96.95	£ 2,035.87	Local Government Act 1972, s.111	06-21-013
Melrose Associates	NSP Pavilion: Pre-Contract Administration.	£ 1,360.00	£ -	£ 1,360.00	Local Government Act 1972, s.111	06-21-014
Melrose Associates	PCC Project: Contract Administration.	£ 2,021.25	£ -	£ 2,021.25	Local Government Act 1972, s.111	06-21-015
Shield Environmental Services	NSP Pavilion: Asbestos removal.					
	Total for June 2021	£ 134,044.12	£ 25,573.13	£ 159,617.15		

15/06/2021 - No 11 To receive an update on the lease agreement for The Casson Centre, now that the Thursday Lunch Club are not meeting.

The Clerk provided an update. The Thursday Lunch Club have advised they will no longer be using The Casson Centre. Once a definitive date has been confirmed for the cessation of activities, legal advice would need to be obtained on the lease.

15/06/2021 - No 12 To consider the long-term solution to restrict the Travelling community accessing Council Land.

The Deputy Clerk provided an update. The Travellers had once again gained access to The Tumps cutting through barriers and moving the concrete blocks. The Council noted that Cllr J Butler had assisted to create a chicane of earth, concrete blocks and a large stone that would only fit Patchway Town Council mowers onto the site. The Deputy Clerk had looked into safety bollards for this area and would send around the specification for the bollard to all Councillors. The Council noted that if a goal post were erected at The Tumps, it could get the travellers removed quicker if they ever gained access.

RESOLVED: It was unanimously agreed to purchase one bollard with installation, subject to all Councillors approving the specification. Further measures to prevent access will be brought to the next available council meeting. Steve Ives would also be asked to attend a future Council meeting to discuss why the police thought it was acceptable to allow the travellers access.

15/06/2021 - No 13 To consider the costings for Patchway Town Council to run their own youth imitative for a period of time.

The RFO explained to the Council, that as they don't hold the General Power of Competence, there is no specific power to fund Youth Work so they would have to use S137, which has a limit of £77,036.60 for 2021/2022. The RFO said it would be more beneficial to grant fund an organisation for what the Council would like to do.

RESOLVED: It was unanimously agreed that the Deputy Clerk would draft a further report on this item with costings for the period of time.

15/06/2021 - No 14 To consider the quotation from South Gloucestershire Council Streetcare team to have the streets in Patchway swept with the electric pedestrian sweeper.

RESOLVED: It was agreed with a majority in favour to approve the quote for £35 per hour for Rodway Road, Stroud Road, Pretoria Road and Bradley Road as a one off trial basis. Councillors would be informed when the sweeper was going around so they can assess the difference it makes, which will be taken into account at the end of the trial period.

15/06/2021 - No 15 To consider the options for a temporary grass cutting solution.

The Chairman advised the Council that due to staffing issues, the Council were understaffed and were currently overworking their only groundsman.

RESOLVED: It was unanimously agreed to advertise immediately for a seasonal assistant groundsman on a temporary basis of four months, with a view to becoming permanent based on satisfactory performance at the NJC rate of £19,312-£20,493. It was further unanimously agreed that the Clerk, Deputy Clerk and Cllr B Hopkinson would be the appointment panel for this role.

15/06/2021 - No 16 To consider the quotation report for temporary changing rooms at Scott Park, whilst the Pavilion redevelopment is underway.

This item was deferred to the next available Council meeting.

15/06/2021 - No 17 To consider the quotation for the removal of bus shelters owned by Patchway Town Council.

RESOLVED: It was unanimously agreed, due to anti-social behaviour to remove one bus shelter on Bradley Road for the cost of £750.

15/06/2021 - No 18 To consider and agree the locations for the Patchway Map to be installed (4 Locations).

RESOLVED: It was unanimously agreed to place the signs on Rodway Road, The Parade, Lane End Road and at the Junction of Charlton Boulevard and Eighteen Acre Drive.

15/06/2021 - No 19 To consider the pre-planning consultation on the Newnham Place Development.

RESOLVED: It was unanimously agreed to object to this planning consultation and the scheme in full. The Council would raise an objection as the type of housing was unsuitable for Patchway as there needed to be more 3 or 4 bedroom homes, rather than the smaller houses or flats as proposed. The scheme for parking doesn't work as it doesn't take into account the existing residents and any visitors they may have. The scale and design of the scheme is also incorrect and doesn't give enough specific or detailed plans on the type of housing. There were also concerns over possible overcrowding of that area and that there was insufficient access for emergency services.

15/06/2021 – No 20 To consider the pre-planning application received for the Proposed Communications installation for Cellnex, Gloucester Road.

RESOLVED: It was unanimously agreed to review this when the planning application comes in.

15/06/2021 - No 21 To consider rolling out the Litter Picking Champion Scheme to all residents in Patchway.

RESOLVED: It was unanimously agreed to roll out the scheme to all residents, with more than one set of equipment per household.

15/06/2021 – No 22 To consider any planning applications received.

a) **Unit 8 & 9 Britannia Road- P21/02997/RVC-amendments to previous planning applications P20/08429/F and P21/02356**

RESOLVED: It was unanimously agreed to put this out to our residents on social media to encourage them to give their views. That the council would object due to the height, the

fact the buildings are an eyesore, lack of consultation with residents and ask that a noise assessment is undertaken.

- b) [29, Ravenscroft Road](#) P21/03947/F Erection of 1 dwelling with new access , parking & associated works.
- c) [13, Hempton Lane](#) P21/03170/PNH erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.60m, for which the maximum height would be 3.40m, and for which the height of the eaves would be 2.50m.
- d) [66, Cavendish Road](#) P21/04006/F Erection of a single storey side and rear extension to form additional living accommodation

RESOLVED: It was unanimously agreed to give no objections to the above applications.

- e) [135, Park Avenue, Aztec West](#) P21/04065/ADV Display of 2 no. non illuminated fascia signs and 2 no. internally illuminated fascia signs

RESOLVED: It was unanimously agreed to give no objections to these applications however the Clerk would ask that the signs are not too bright for cars who use the adjacent road.

15/06/2021 - No 23 To consider the correspondence from Patchway Sports and Social Club regarding displaying of banners.

The Council considered the correspondence. More clarification on size, content and location of the banner needed to be obtained before any consent is given.

15/06/2021 - No 24 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 B Hopkinson, Cllr S Shambhu and Cllr S Scott. The Council learned that Cllr S Shambhu was now the Deputy Chair of South Gloucestershire Council. Cllr S Scott informed the Council of funding that could be available for high streets in the near future.

- b) **3G & cricket nets project.**

The project report was noted. Blakedown had been contacted for a date to carry out the work agreed on the trackway.

- c) **Patchway Community Centre redevelopment.**

The project report was noted. The Council noted that the estimated finish date of phase one was 27th August and phase two 29th October 2021 and that a date for a negotiation meeting with the contractor has not been finalised.

- d) **Norman Scott Park Pavilion – To consider the report and approve the cost for the removal of the additional asbestos identified.**

The project report was noted.

RESOLVED: It was unanimously agreed to approve the quotation of £2,970 from Shield for the removal of the asbestos. It was noted that an Extraordinary Council meeting will be arranged to approve the tender.

- e) **Coniston Community Association.**

No report was given.

- f) **Photography Competition.**

The Deputy Clerk provided an update. The Summer entry window was now open and the Winter and Spring Winners would be announced soon.

g) Community Led Housing.

No update was given.

h) Youth Work Working Party.

The Council received an update. Coniston Primary School and Charlton Wood Academy had responded positively to arranging a meeting but the Council were yet to hear from Callicroft Primary Academy and Patchway Community School. Cllr B Hopkinson informed the Council that there could be some funding available from South Gloucestershire Council for Patchway Town Council to undertake their own youth work. Cllr B Hopkinson would find out what the Council would need to do, to obtain this funding and would report back at the next meeting.

15/06/2021 - No 25 To note that the next meeting will be the Council meeting on 20th July 2021 at 7pm.

Noted

The meeting was closed at 20:51.