

PATCHWAY TOWN COUNCIL

Draft Minutes of the Annual Meeting of Patchway Town Council held on the Tuesday 21st May 2024 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr Dayley Lawrence (Chair), Cllr Ken Dando, Cllr Jenny James, Cllr Pete Knight, Cllr Denise Lansdown, Cllr Roger Loveridge, Cllr Angela Morey, Cllr Sam Scott, Cllr Toni Scott and Cllr Keith Walker.

In attendance: J Turner (Locum Town Clerk), J Watkins (Deputy Town Clerk and RFO).

Absent: Cllr Patrick Cottrell

Members of the Public: One.

As the time was 19:00, the outgoing Chair, Cllr D Lawrence 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.

21/05/2024 - No 1. To elect a Chairman to Patchway Town Council for the ensuing year and to receive the Chairman's declaration of acceptance of office and to be made 'The Mayor'.

Councillors proposed Cllr D Lawrence to fulfil the role of Chairman/Mayor for the ensuing year and this was seconded.

RESOLVED: It was unanimously agreed by a majority to elect Cllr D Lawrence as Chairman to Patchway Town Council for the ensuing year. Upon being elected Cllr D Lawrence was made 'The Mayor' by pledging an oath to the Town Council.

Upon being elected, Cllr D Lawrence signed the Chairman's declaration of acceptance of office and this was duly signed by the Deputy Town Clerk in the physical absence of the Town Clerk.

Cllr D Lawrence assumed the Chair for the meeting.

21/05/2024 - No 2. To elect a Vice-Chairman to Patchway Town Council for the ensuing Year and to be made 'The Deputy Mayor'.

Councillors proposed Cllr A Morey to fulfil the role of Vice-Chairman for the ensuing year and this was seconded.

RESOLVED: It was unanimously agreed to elect Cllr A Morey as Vice Chairman to Patchway Town Council for the ensuing year. Upon being elected Cllr A Morey was made 'The Deputy Mayor' by pledging an oath to the Town Council.

21/05/2024 - No 3. To receive questions from the members of the public present.

A member of the public raised a question about Standing Orders and whether a member of public can come a raise a question that is not in relation to the business on the agenda. The Chairman answered stating that it had been put in place as per the NALC standard guidelines.

A member of the public raised that they would like the representatives of the Community Engagement Forum to attend the actual meeting instead of sending apologies.

21/05/2024 - No 4. To receive any apologies for absence.

The Council noted apologies from Cllr Natalie Field (holiday), Cllr Elaine Martin (unwell), Cllr Eric Gordon (unwell) and Cllr Daniel Fry (working).



18/06/2024

21/05/2024 - No 5. To receive any 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.

Cllr S Scott declared an interest in items 15,16 and 18.

Cllr K Dando declared an interest as a member of Patchway Sports and Social Club.

21/05/2024 - No 6. To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to approve dispensations for Cllr S Scott and Cllr K Dando to remain in the room whilst discussions were ongoing.

21/05/2024 - No 7. To approve the minutes of the Patchway Town Council meeting held on Tuesday 16th April 2024, to receive the Clerk/RFO's report for this meeting and to note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.

RESOLVED: It was agreed by a majority with one abstention to approve the minutes as a true and accurate record. The reports were both noted, with the Scheme of Delegation report as below:

**Report of any decisions made under the scheme of delegation
or delegated authority, under Financial Regulations**

Under the Patchway Town Council Scheme of Delegation and Regulation 4.1 of the Financial Regulations, the Clerk and Chairman have authorised expenditure items below due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Item 7 – 21-05-2024 – Approval of quote for planning application submission preparation for Blakeney Road Allotments

£300 + Vat has been approved Stokes Morgan to prepare a planning application relating to the temporary shipping containers sited at Blakeney Road Allotments.

Due to a site visit and communication from South Gloucestershire Council (SGC) regarding the lease and land use at Blakeney Road Allotments, the immediate progress of this planning application submission is critical to a pending lease re-negotiations with SGC regarding Blakeney Road Allotments, Blakeney Play Area and an area of The Tumps around Turner's Pond.

Item 7 – 21-05-2024 – Approval of payment for accommodation for visitors from Gauting at Woodhouse Park Activity Centre

£307.50 has been approved for accommodation and breakfast for two students and one teacher from Gauting, Germany as part of the twinning delegation in Patchway from 12th to 17th May.

Due to late unavailability of one host, alternative accommodation was required for three of the ten visitors and Woodhouse Park was selected at approximately £20.00 p/person p/night. This expenditure comes from the Twinning Activities budget.

Item 7 – 21-05-2024 – Approval of quote for RPII Annual Playground Inspection in October 2024

A quote of £550 + Vat from Council Preferred Supplier Gordon Playground Inspections Ltd has been accepted for the Annual Play Area Inspection in October 2024.

In order for Gordon Playground Inspections Ltd to be able to secure a visit into their October programme, the quote needed to be accepted in timely fashion. Play area safety is a legal requirement of the Council and using an RPII approved company provides the Council with the required standards of inspection.

Item 7 – 21-05-2024 - Quotation for Planning Drawings at Blakeney Road Allotments

A quote of £500 from Avec Design has been approved for production of site plans and building plans for Blakeney Road Allotments.

Patchway Town Council is in negotiations with South Gloucestershire Council on a new lease for Blakeney Road Allotments. The previous lease expired 15 years ago and a new lease is now required to provide security of tenure for all parties.



18/06/2024

21/05/2024 – No 8. To review the Terms of Reference for the Standing Committees of Patchway Town Council.

a) **Finance Committee.**

RESOLVED: It was unanimously agreed to approve the Terms of Reference for the Finance Committee.

b) **Parks, Open Spaces, Planning and Transport Committee.**

RESOLVED: It was unanimously agreed to approve the Terms of Reference for the Parks, Open Spaces, Planning and Transport Committee.

c) **Personnel Committee.**

RESOLVED: unanimously agreed to approve the Terms of Reference for the Personnel Committee.

21/05/2024 - No 9. To approve Standing Committees of the Council and appoint Members of the Council to service the committees and to commence meetings from July 2024.

a) **To elect six members of the Council to the Finance Committee.**

It was proposed that Cllrs Keith Walker, Denise Lansdown, Jenny James, Dayley Lawrence, Eric Gordon and Sam Scott would be elected to the Finance Committee.

A counter-proposal was suggested to elect Cllr Peter Knight and Cllr Roger Loveridge.

RESOLVED: This proposal was defeated with only 2 in favour of the proposal.

RESOLVED: It was agreed by a majority with two against and one abstention to appoint Cllrs Keith Walker, Denise Lansdown, Jenny James, Dayley Lawrence, Eric Gordon and Sam Scott onto the Finance Committee.

b) **To elect six members of the Council to the Parks, Open Spaces, Planning and Transport Committee.**

RESOLVED: It was agreed by a majority with two against and one abstention to appoint Cllrs Denise Lansdown, Jenny James, Natalie Field, Patrick Cottrell, Dayley Lawrence and Keith Walker onto the Parks, Open Spaces, Planning and Transport Committee.

c) **To elect five members of the Council to the Personnel Committee.**

RESOLVED: It was agreed by a majority with two abstentions to appoint Cllrs Keith Walker, Jenny James, Denise Lansdown, Toni Scott and Natalie Field onto the Personnel Committee.

21/05/2024 - No 10. To appoint council representatives for the following organisations or internal roles:

a) **Almondsbury Joint Burial Committee (5)**

RESOLVED: It was unanimously agreed to appoint Cllr E Martin, Cllr K Dando and Cllr R Loveridge onto Almondsbury Joint Burial Committee.

b) **Avon Local Councils Association (2)**

RESOLVED: It was unanimously agreed to appoint Cllr Jenny James and Cllr N Field onto Avon Local Councils Association.

c) **Bromford Housing Representative (1)**

RESOLVED: It was unanimously agreed to appoint Cllr K Walker as the Bromford Housing Representative.



- d) **Coniston Community Association (1)**
There was no interest in this role.
- e) **Community Engagement Forum (2)**
RESOLVED: It was unanimously agreed to appoint Cllr P Knight and Cllr R Loveridge onto the Community Engagement Forum.
- f) **Patchway Town Council Events Working Group (4)**
RESOLVED: It was unanimously agreed to appoint Cllr D Lawrence, Cllr D Lansdown, Cllr A Morey and Cllr T Scott onto Patchway Town Council Events Working Group.
- g) **Patchway Community Association (2)**
RESOLVED: It was unanimously agreed to appoint Cllr K Dando and Cllr J James onto Patchway Community Association.
- h) **Patchway and Charlton Hayes Community Sports Association (1)**
RESOLVED: It was unanimously agreed to appoint Cllr N Field onto Patchway and Charlton Hayes Community Sports Association.
- i) **Patchway Partnership Meeting (Formerly PN Group) (1)**
RESOLVED: It was unanimously agreed to appoint Cllr K Walker onto Patchway Partnership Meeting.
- j) **Friends of Patchway Twinning Group (5)**
RESOLVED: It was unanimously agreed to appoint Cllr E Martin, Cllr D Lansdown, and Cllr A Morey onto Friends of Patchway Twinning Group.
- k) **The Grants Working Party (5)**
RESOLVED: It was unanimously agreed to appoint Cllr S Scott, Cllr K Dando, Cllr D Lawrence, Cllr R Loveridge and Cllr J James onto the Grants Working Party.
- l) **Youth Work Working Party (5)**
RESOLVED: It was unanimously agreed to appoint Cllr R Loveridge, Cllr D Lansdown, Cllr J James and Cllr A Morey onto Youth Work Working Party.
- m) **Quarterly Internal Controls Check (2)**
RESOLVED: It was unanimously agreed to appoint Cllr Sam Scott and Cllr T Scott for Quarterly Internal Controls Check.
- n) **Almondsbury Charity (1) (Elected in 2023)**
This position was elected in 2023 with Cllr D Lawrence being the Council's representative until 2026.
- o) **Patchway Town Council Media Officers (3)**
RESOLVED: It was unanimously agreed to appoint Cllr D Lawrence, Cllr N Field and Cllr A Morey as Patchway Town Council Media Officers.
- p) **NatWest Bankline Payment Authorisers (4)**
RESOLVED: It was unanimously agreed to appoint Cllr D Lawrence, Cllr K Dando, Cllr A Morey, Cllr K Walker as NatWest Bankline Payment Authorisers.
- q) **Community Cohesion Action Group (2)**
RESOLVED: It was unanimously agreed to appoint Cllr J James and Cllr E Gordon onto



Community Cohesion Action Group.

r) **Avon Pension Fund (1)**

RESOLVED: It was unanimously agreed to appoint Cllr K Walker onto the Avon Pension Fund.

s) **Town and Parish Council Forum (2)**

RESOLVED: It was unanimously agreed to appoint Cllr J James onto the Town and Parish Council Forum.

21/05/2024 - No 11. To consider the re-adoption of the following policies and strategies:

Cllr P Knight raised a concern over the wording of public questions within Standing Orders and stated he found it concerning that residents could only raise questions in accordance with business on the agenda.

Cllr P Knight requested that the live stream of the meeting stay live until the minutes are approved. The Locum Clerk stated that the recording isn't taken down after the meeting, it is ended and then retained on the Town Council's server for free access for Councillors and Staff to access for the minutes.

- a) Standing Orders
- b) Financial Regulations
- c) Mayoral Charity Policy
- d) Play Area Inspection Policy
- e) Business Continuity and Disaster Recovery Policy
- f) Document Management and Archive Policy
- g) Management of Contractors Policy
- h) Debit Card Policy
- i) Honorary Freeman Procedure
- j) Reserves Policy
- k) Code of Conduct for Members
- l) Risk Management Policy
- m) Publication Scheme
- n) Media and Publicity Policy
- o) Investment Strategy
- p) Equality and Diversity Policy
- q) Use of Trade Card Policy
- r) Use of Fuel Card Policy
- s) Social Media Policy
- t) Payment and Receipts Policy
- u) Freedom of Information Policy
- v) Recording of Meetings Protocol
- w) Community Award Protocol
- x) CCTV Policy
- y) Modern Slavery Charter
- z) Communications Policy
- aa) Complaints Policy
- bb) Volunteering Policy
- cc) Fair Use Policy
- dd) Planning Applications Procedure
- ee) Employers Pension Discretions
- ff) Grievance Policy
- gg) Disciplinary Policy



- hh) Redundancy Policy
- ii) Communications for Employees Policy
- jj) Time Off in Lieu Policy
- kk) Absence Management Policy
- ll) Use of Council Equipment Policy
- mm) Home Working Policy
- nn) Bereavement Leave Allowance
- oo) Lone Working and Staff Safeguarding
- pp) Whistleblowing Policy
- qq) Member/Officer Protocol
- rr) Code of Conduct for Employees
- ss) PPE Policy
- tt) COSHH Policy
- uu) Manual Handling Policy
- vv) Fire Policy
- ww) Health and Safety Policy
- xx) Stress Policy
- yy) Bullying and Harassment Policy
- zz) GDPR Policy
- aaa) Risk Register
- bbb) Safeguarding Policy
- ccc) Financial Procedures
- ddd) Grant Awarding Policy
- eee) Scheme of Delegation
- fff) Statement of Training Intent

RESOLVED: It was unanimously agreed to adopt all of the policies above except v) **Recording of Meetings Protocol** and m) **Publication Scheme**.

21/05/2024 - No 12. To consider the Internal Audit Report for the financial year ending March 2024.

The Council noted the Internal Audit Report with no recommendations arising from the report. The report commented on the quality of documentation that is retained as well as the sound financial processes in place. The Chairman passed on the thanks to the Town Council staff and Councillors for their hard work on achieving this.

21/05/2024 – No 13. To consider and approve annual accounts and annual procedures:

- a) **To note the Internal Auditor’s report section of the AGAR 2023/2024.**
- b) **To receive and approve the Annual Governance Statement 2023/2024.**
- c) **To receive and approve the Accounting Statements for 2023/2024 and to receive the explanations of variances.**
- d) **To note the period of public rights and publication of the Annual Governance and Accountability return.**
- e) **To review Patchway Town Council’s earmarked reserves.**

This item is deferred to next Council Meeting due to awaiting the financial reports from Almondsbury Joint Burial Committee.

21/05/2024 – No 14. To re-confirm that Patchway Town Council meets the criteria for the General Power of Competence and resolves to adopt this power.

It was re-confirmed that Patchway Town Council meets the criteria for the General Power of Competence. The power was adopted in May 2023 and should be re-adopted in May 2027.



18/06/2024

21/05/2024 – No 15. To appoint Auditing Solutions LTD as Internal Auditor for the financial year ending 31st March 2025.

Cllr S Scott declared his interest.

RESOLVED: It was agreed by a majority with one abstention to re-appoint Auditing Solutions Ltd as Internal Auditor for the financial year ending 31st March 2025.

21/05/2024 – No 16. To confirm insurance arrangements for the 2024/2025 Financial Year:

- a) Main Insurance Policy.
- b) Fleet Insurance Policy.

RESOLVED: It was agreed by a majority with one abstention to confirm Zurich Insurance as the Council's insurers on a Long-Term Agreement until 2026.

21/05/2024 – No 17. To carry out the Annual Review of Arrangements with other local authorities, not-for-profit bodies and businesses.

The Town Council noted the Review which had been updated by the Officers. It will be added to the Town Council's website.

21/05/2024 – No 18. To carry out the Annual Review of Patchway Town Council's Preferred Suppliers List.

Cllr S Scott declared an interest.

The list was noted.

21/05/2024 – No 19. To carry out the Annual Review of Patchway Town Council's Fixed Asset Register.

The Town Council noted the Fixed Asset Register which had been updated by the Locum Clerk, RFO and the contract accountant.

21/05/2024 – No 20. To consider the electoral arrangements for Patchway Town Council, taking into consideration the Community Governance Review that was undertaken in 2023.

The Council noted the report and that any action should be undertaken in the next Council year as per advice from South Gloucestershire Council.



18/06/2024

21/05/2024 – No 21. Patchway Town Council Finance.

a) To approve the expenditure report for May 2024.

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

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Signature Sports Coaching Ltd	Sports Fundays sessions in 3G in Easter holidays (SGC funded)	£ 720.00	£ 144.00	£ 864.00	05-24-009
Micahels Civic Robes	Mayoral robe	£ 1,406.50	£ 281.30	£ 1,687.80	05-24-010
Woodhouse Park Activity Centre	Additional accommodation for 3 x Gauting visitors - 12th to 17th May 2024	£ 307.50	£ -	£ 307.50	05-24-011
South Gloucestershire Playscheme	Grant for summer workshops - 2024	£ 2,500.00	£ -	£ 2,500.00	05-24-012
Origin Amenity Solutions	Chikara and Latsoun Gold weed control for WECA Pollinator Project	£ 276.32	£ 55.26	£ 331.58	05-24-013
Jon Watkins	Callicroft House keys x 2	£ 10.00	£ -	£ 10.00	05-24-014
Rob Hainey Signs & Graphics	Lew Gray Boardroom plaque	£ 265.00	£ -	£ 265.00	05-24-015
Auditing Solutions Ltd	Internal audit 2023/2024	£ 500.00	£ 100.00	£ 600.00	05-24-016
DKK Accounting Solutions Ltd	Accounting support for March / Year End closedown	£ 487.25	£ 97.45	£ 584.70	05-24-017
PR Production Services Ltd	Stage / production services for Throwback Festival, 20 July 2024	£ 2,902.50	£ 580.50	£ 3,483.00	05-24-018
Amazon Business	Packaging tape	£ 10.82	£ 2.17	£ 12.99	05-24-019
Amazon Business	Sellotape	£ 10.41	£ 2.08	£ 12.49	05-24-020
Lucy Hartland-Mann t/a Fusion Dance Circus	Circus workshops for Thowback festival, 20 July 2024	£ 350.00	£ -	£ 350.00	05-24-021
Lucy Hartland-Mann t/a Fusion Dance Circus	Entertainers for Music to Fireworks, 2 November 2024	£ 600.00	£ -	£ 600.00	05-24-022
Limitless Security Ltd	Security guards for Music to Fireworks, 2 November 2024	£ 760.00	£ 152.00	£ 912.00	05-24-023
Limitless Security Ltd	Security guards for Throwback Festival, 20 July 2024	£ 741.00	£ 148.20	£ 889.20	05-24-024
Amazon Business	Blue pop up gazebo for Council at events	£ 208.29	£ 41.66	£ 249.95	05-24-025
Amazon Business	Twining Award prizes for Callicroft / Coniston Primary Schools	£ 13.98	£ -	£ 13.98	05-24-026
Prolific Solutions SW Ltd	Photocopying charges - April 2024	£ 146.03	£ 29.20	£ 175.23	05-24-027
Raycox Turf Ltd	Sand and Type 1 (gravel) for WECA Pollinator Project	£ 167.00	£ 33.40	£ 200.40	05-24-028
Davies & Partners Solicitors	Professional services relating to lease agreements	£ 380.00	£ 76.00	£ 456.00	05-24-029
Jack Turner	Locum Clerk Services - additional hours - April 2024	£ 540.00	£ -	£ 540.00	05-24-030
Special Occasions Mascots	Mascots for Throwback Festival, 20 July 2024	£ 500.00	£ -	£ 500.00	05-24-031
JoJo Sparkles Childrens Parties	3 x Shows for Throwback Festival, 20 July 2024	£ 485.00	£ -	£ 485.00	05-24-032
Amazon Business	Anti climb paint for 3G and Cricket Nets gates	£ 62.12	£ 12.42	£ 74.54	05-24-033
Soltech IT	Exchange online kiosks - May 2024	£ 21.32	£ 4.26	£ 25.58	05-24-034
Soltech IT	Microsoft Business Licences - May 2024	£ 95.60	£ 19.12	£ 114.72	05-24-035
Amazon Business	Paper for office	£ 36.64	£ 7.34	£ 43.98	05-24-036
Gary Millard Creative	Photography for Throwback Festival, 20 July 2024	£ 120.00	£ -	£ 120.00	05-24-037
Gary Millard Creative	Photography for D Day Beacon Lighting, 6 June 2024	£ 60.00	£ -	£ 60.00	05-24-038
The Bush Consultancy	Architectural Services re Accessible Ramp at NSP Pavilion	£ 750.00	£ 150.00	£ 900.00	05-24-039
Concord Homecare Ltd	Cleaning for Callicroft / Casson / Pavilion - April 2024	£ 417.08	£ 83.42	£ 500.50	05-24-040
Jack Turner	Locum Clerk Services - standard hours - w/c 27 May to w/c 24 June 2024	£ 1,500.00	£ -	£ 1,500.00	05-24-041
Jack Turner	Locum Clerk Services - Additional hours - w/c 29 April and w/c 6 May 2024	£ 1,680.00	£ -	£ 1,680.00	05-24-042
		£ -	£ -	£ -	
	Total for May	£19,030.36	£2,019.78	£21,050.14	

b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of account reports for March and April 2024.

The Council noted the reports for March and April 2024.

c) To consider the quotation report for the works at Norman Scott Park Pavilion.

The Council noted the report from the Officers. Cllr D Lansdown proposed to obtain more quotes for the removal of the lift and the installation of the ramp. The RFO suggested that this should be a longer-term project allowing the Town Council to budget efficiently for this project. The Officers will obtain more quotes for the installation of the ramp. The Locum Clerk advised the meeting that due the contract amount for the installation of the ramp being over £30,000 including VAT, it would need to go out for tender of Contract Finder.

RESOLVED: It was agreed by a majority with one abstention to approve the quotation from TH Gudman for repairing the lift and make it vandal-proof for the cost of £1051.56.

d) To consider the quotation report for the supply of electric at Patchway Town Council properties.

The Council noted the quotation report outlining the three quotations that had been received.

RESOLVED: It was unanimously agreed to approve the quotation from EDF Energy with the contract to start from November 2024.

Quotation 2 – EDF Energy

Site Name	Price per kWh	Standing Charge per day
Callicroft House	22.9p	60p
The Casson Centre	22.9p	60p

18/06/2024

Norman Scott Park Pavilion	24.5p	75p
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e) To consider the quotation report, from current supplier Prolific Solutions LTD, for upgrading the printing equipment at Callicroft House.

The Council noted the report and the finding that the same equipment can be included with the multi-functional device, display screen and hearing loop for a saving of £152 per quarter on the current contract.

RESOLVED: It was agreed by a majority with one abstention to approve the quotation of £332 per quarter and a cost per copy at 0.0024 for mono and colour on a five-year lease.

f) To consider the funding request from Coniston Community Association.

Cllr K Walker declared his interest.

The Council considered the request from the Trustee of Coniston Community Association.

Cllr P Knight requested that this request goes to the meeting of the Grants Working Party. The Locum Clerk stated that it would not be within their remit as the amount is higher than those stated within the policy that was adopted earlier in the meeting.

RESOLVED: It was agreed by a majority with one abstention to approve a grant of £5000 towards maintenance costs of the building.

21/05/2024 – No 22. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

a) South Gloucestershire Councillors report on items relating to Patchway.

The Council noted an update from Cllr Sam Scott.

South Gloucestershire Council have voted on the Council Plan focusing on five key areas within the authority area.

1. Respond to the climate and nature emergency
2. Help reduce inequalities
3. Support children and young people to thrive
4. Support wellbeing and independence in our communities
5. Build better places with secure affordable housing and good sustainable transport links

Cllr Scott felt the council plan had the right focus as Charlton and Patchway had the highest proportion of Children in relative low income families. The Council Plan was voted against by the Member for the Coniston Ward and the two other members for the Charlton and Cribbs ward.

No reports from Cllr Isobel Walker, Cllr Sanjay Shambhu and Cllr Jo Buddharaju.

Cllr Dayley Lawrence passed on his congratulations to Cllr A Morey for being elected to South Gloucestershire Council representing New Cheltenham.

b) Patchway Town Council Events.

The Council noted the report as below:

Town Clerk and Deputy Clerk & Responsible Finance Officer's Report

Patchway Town Council Events

1. Free sport sessions for Under 12's – April 2024.



18/06/2024

The sports session at Norman Scott Park had taken place with Signature Sports Coaching. The Town Council's Officers are awaiting the full statistics from the coaching company along with images however the Town Council has been informed that all days were a success with the highest number of young people seen since the inception of this programme. This was funded by a grant from the Early Help Community Network at South Gloucestershire Council and the RFO is enquiring to see if a repeat grant can be obtained.

2. Visit of students from Gaunting to Patchway – 12th May 2024 – 17th May 2024.

Please see Item 22 C – Minutes from the Friends of Patchway Twinning meeting.

3. Visit of Students from Patchway to Gaunting – 3rd June 2024 – 9th June 2024.

Preparations are going well for the first student delegation to visit Gaunting in over 20 years. All pupils have received hosting information as well as their work experience programmes. The Town Council's Officers would like to extend their thanks to Patchway Community School and our Gaunting counterparts on the swift information sharing to get this trip up and running.

4. D-Day Beacon Event – 6th June 2024.

The risk assessment and event plan have now been finalised. The event will run from 6pm – 9:30pm at the BMX Track. It will be a free to attend community event with Snack Attacks providing fish, chips and drinks and Mini Concerts providing live entertainment. There will also be a military vehicle and decommissioned weapons on view too. There will be community stalls from Patchway Army Cadets, Patchway Royal British Legion Branch, Avon and Somerset Police Cadets, Hamberley House Care Home, Fundraising for the Grand Appeal, Patchway Town Council Information Stall, FACE, Southern Brooks as well as Sav's Super Whip Ice cream.

Cllr Sanjay Shambhu has provided an award of £250 towards this event from his member award funding at South Gloucestershire Council.

The estimated cost of this event was £350 for expenditure and £100 for income (NET £250 expenditure). At present, with the current format, the expenditure is set to be £500 with income at £465 (Net £35 expenditure). **This shows a NET budget saving of £215.**

5. Patchway Town Council Awards - July 2024

The Patchway Twinning Trophy will be handed to a pupil at Patchway Community School in May 2024, this student has been chosen by their teacher. Two smaller awards will also be made to one pupil at Callicroft Primary Academy and Coniston Primary School.

The Alderman Scott Award returns after a 5 year hiatus and will be awarded to a Year 11 pupil at Patchway Community School in July 2024.

Planning and preparation are ongoing at present of the below events and a fuller update will be presented at the June Full Council meeting due to the above events taking priority.



6. Patchway's Throwback Party in the Park – 20th July 2024.
7. Fireworks to Music – 2nd November 2024.
8. Christmas Light Switch on and Market – 29th November 2024.
9. Christmas Present Drive – November and December 2024.

c) Friends of Patchway Twinning Group.

The Council noted the minutes of the meeting of the Friends of Patchway twinning group. The Council noted that the youth exchange between Gauting and Patchway had been a success for the 8 young people and everyone was now looking forward to Patchway students going to Gauting in a couple of weeks time for work experience. The Officers are now looking into the celebration of the 25th Anniversary of Twinning between Patchway and Clermont in 2025.

d) Almondsbury Joint Burial Committee.

The Council noted a report from Cllr K Dando and at the next meeting they will be meeting the staff and the committee have appointed a new gardener on a trial basis.

e) Holding South Gloucestershire Council to account (Strategic Plan Outcome).

Through the Parks, Open Spaces, Planning and Transport Committee, the Officers are arranging a walk around of back lanes to see what can be done about the general untidiness and to get an idea of what a 'clean up' would look like. This date is TBC.

The Locum Clerk has been communicating with Cllr Isobel Walker to assist a resident with fly tipping in the back lane of Pretoria Road. Cllr I Walker escalated this and the resident had the response that it is 'on private land' and therefore cannot be moved. Enforcement notices have now been served.

Using Dave Jones' Street Scene Team, the Deputy Clerk has been getting some small works completed such as low-level pruning of the tree at Patchway Fire Station, weed removal in key areas as well as sign strimming.

f) Improving the Parade (Strategic Plan Outcome).

The Council noted the detailed update from South Gloucestershire Council:

Works were completed here last Friday, May 3rd, and I hope you are pleased with the results of this. Please find photos attached.

Whilst on site we carried-out a number of works that were not covered in our quotation, but which we were able to do within the time period that I had allowed for the scheme and which had little or no effect on plant or materials costs and so were done out of 'good will'. These included the following:

- *Unblocking / jetting of central drain to central 'piazza' area as this was found to be subject to flooding, with the rainwater getting away very slowly. It looked to be a partially-blocked exit pipe causing the problem*
- *Taking-down, re-erecting & re-painting of steel sculpture plates.*



- *Digging-out of weeds & soils to areas around the three hooped barriers to the top of the Westerly steps where cut-blocks were not installed, and replacement with bitmac material*
- *Replacement of broken gully cover & frame to edge of planter near North-East corner of Patchway Labour Club*
- *Removal of defunct electric cables*
- *De-littering and digging-out of weeds and overgrown grass from all areas (approx. 20no. bags produced)*
- *Excavation & re-surfacing to existing sunken trench reinstatement strips to remove trip hazards*
- *Cutting-down in length and installation of posts and erection of 'Patchway map' sign*

When I was on site last week I had various comments from the passing public, all of which were positive although a few wondered if there were any plans for the following:

- *Re-painting of the CCTV camera post and nearby fingerpost direction signpost & finger-arms*
- *Removal of the graffiti to some of the retail premises steel shutters*
- *Removal of the weeds to the remaining two planters in front of the shops and replacement with flowers*
- *Possibility of further seating now that the area has been 'opened-up'*

It was asked whether Councillors can be invited to attend the meeting's with Bromford and South Gloucestershire Council. The Deputy Clerk will arrange the meeting.

g) Improving CCTV in the local area (Strategic Plan Outcome).

No update was given.

h) Communication with all households (Strategic Plan Outcome).

The Deputy Clerk has drafted a 'Contact Us' flyer which will be circulated and produced after this meeting.

i) Youth provision and safety (Strategic Plan Outcome).

The Council noted the latest youth working group minutes. FACE have submitted a funding request of £7000 to cover the costs of the majority of youth work in Patchway between 1st July and 30th September. The Council noted that FACE's application to the National Lottery was progressing well.

RESOLVED: It was unanimously agreed to support the funding request of £7000 with a budget virement from Admin Staff Salaries.

j) Community Sponsorship Scheme.

The Town Council noted the report. The scheme has brought in an additional £1735 through a variety of different sponsorships from local businesses in the Town.

21/05/2024 – No 23. To approve that Patchway Town Council meets at 7pm on the following dates:

Tuesday 18th June 2024 at 7pm.
Tuesday 16th July 2024 at 7pm.
Tuesday 17th September 2024 at 7pm.
Tuesday 15th October 2024 at 7pm.
Tuesday 19th November 2024 at 7pm.
Tuesday 21st January 2025 at 7pm.
Tuesday 18th February 2025 at 7pm.
Tuesday 18th March 2025 at 7pm.
Tuesday 15th April 2025 at 7pm.
Tuesday 20th May 2025 at 7pm.

Cllr P Knight proposed to add in a December meeting which was seconded by Cllr R Loveridge.

RESOLVED: The proposal had three votes in favour, three votes against and four abstentions. Cllr D Lawrence, as Chairman, used his casting vote to vote against the proposal and revisit the decision in November 2024.

RESOLVED: It was agreed by a majority with one against and two abstentions to approve the meeting dates as above.

21/05/2024 – No 24. 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 following item.

21/05/2024 – No 25. To receive an update on issues pertaining to a lease agreement and to take any actions required from this update.

The Council noted the update. The Lessee was still in breach of their lease but the commitment to pay the overdue rent has been welcomed by Officers. The Officers will continue to monitor the situation and assist wherever possible.

21/05/2024 – No 26. To consider an update on the planning permission required for the huts at Blakeney Road Allotments due to the elapse of planning permission in 2017.

The Council noted that the temporary planning permission had elapsed and after an extensive review by Officers of all contracts and permissions, this had become apparent. The planning permission has been applied for under the Scheme of Delegation as covered earlier in the meeting.

21/05/2024 – No 27. To receive an update on the lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.

The Council noted that discussions between the Locum Clerk and South Gloucestershire Council's Property Services Team were ongoing. There will be a slight increase in the rental however this was expected as the Council have been holding over on the lease for over 14 years. Legal advice has been sought under the Scheme of Delegation.

21/05/2024 – No 28. To receive an update on the lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Bevington Walk.

The Council noted that after an extensive review by Officers that this lease had lapsed. The Locum Clerk is in early discussions with South Gloucestershire Council around this lease.

21/05/2024 – No 29. To receive an update on the lease agreement between Patchway Town Council and South Gloucestershire Council for the path to Blakeney Road playing field.

The Council noted that after an extensive review by Officers that this lease had lapsed. The Locum Clerk is in early discussions with South Gloucestershire Council around this lease.



21/05/2024 – No 30. To receive an update on the lease agreement between Patchway Town Council and Blakeney Road Allotment Association for the rent of allotment space.

The Council noted that after an extensive review by Officers that this lease had lapsed. The Locum Clerk is in early discussions with Blakeney Road Allotment Association around this lease. The new proposed lease will include Men in Sheds and the Community Allotment as plot holders, with rent payable to the association and then in turn to the Town Council.

The meeting was closed by the Chairman at 20:24.



18/06/2024