



# Yate Town Council

## Full Council

**Wednesday 14<sup>th</sup> February 2024**

You are hereby summoned to attend a meeting of **Yate Town Council** to be held at **Poole Court (Council Chamber)** on **Tuesday 20<sup>th</sup> February 2024** between **7.00pm and 9.00pm** for the purpose of transacting the business set out in the Agenda below.

*Hayley Townsend*

Hayley Townsend  
Town Clerk

*Anyone attending this meeting is encouraged to follow the below guidance:*

- *On entering the venue, please use hand sanitiser;*
- *Attendees must not attend if showing any symptoms of Covid-19;*
- *No papers will be available; attendees are requested to download documents to their devices prior to the meeting;*
- *Attendees are encouraged, wherever possible, to take low carbon transport to meetings including walking, cycling, car sharing etc;*
- *In the event of a fire alarm or other emergency (signalled by a continuously ringing bell), please leave the building through the nearest fire exit or safest evacuation route. Please meet by the flag pole in the car park.*

*In the exercise of Council functions, Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve and enhance biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivering services under the public sector Equality Duty and Equality Act 2010.*

- 1a. To receive apologies for absence.
- 1b. To receive any councillor leave of absence requests.
2. Declarations of Interest under the Localism Act 2011

*Members who consider that they have an interest are asked to: (a) State the item number in which they have an interest, (b) The nature of the interest, (c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest.*

3. To receive any requests for dispensations.  
*(NB: Minute No. 17 of the Full Council meeting on 16 May 2023 granted dispensations to Councillors John Ford and Ray Perry to enable them to discuss*

Hayley Townsend, Town Clerk, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP



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*matters relating to YOSC Ltd (for which they are both trustees) at Town Council meetings until the 2027 elections).*

4. Public Participation Session with Respect to Items on the Agenda.
5. To receive and **APPROVE** the Minutes of the Town Council Meeting held on 9<sup>th</sup> January 2024. [Click here for minutes](#)
6. To receive and **NOTE** the Minutes of the Environment and Community Committee meeting held on 23<sup>rd</sup> January 2024. [Click here for minutes](#)
7. To receive and **NOTE** the Minutes of the Finance and Governance Committee meeting held on 6<sup>th</sup> February 2024. [Click here for minutes](#)
8. To receive and **NOTE** the Minutes of the Planning and Transportation Committee meeting held on 16<sup>th</sup> January 2024. [Click here for minutes](#)
9. To receive and consider the following items on the Clerk's Report. (Copy herewith)
  1. **Environment & Community Committee**
    - 1/1 Items Referred from the Environment and Community Committee Meeting Held on 23<sup>rd</sup> January 2024
  2. **Finance & Governance Committee**
    - 2/1 Items Referred from the Finance and Governance Committee Meeting Held on 6<sup>th</sup> February 2024
      - (a) Income and Expenditure Report to 31<sup>st</sup> December 2023
  3. **Planning & Transportation Committee**
    - 3/1 Items Referred from the Planning and Transportation Committee Meeting Held on 16<sup>th</sup> January 2024
  4. **Delegated Decisions**
    - 4/1 Record of Delegated Decisions
    - 4/2 Planning Comments Submitted under Delegated Powers (30<sup>th</sup> January 2024 and 13<sup>th</sup> February 2024)
  5. **Financial Reports**
    - 5/1 Accounts for Payment
  6. **Town Council Project Steering Group Reports (Task Limited)**
    - 6/1 Play Areas and Properties Project Steering Group – Kingsgate Park Refurbishment Project
      - (a) Phase 1: Timber Refurbishment (Children's Playground Company Ltd)
      - (b) Phase 2: Eibe Play
      - (c) Other Project Updates

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- 6/2 YOSC
  - (a) YOSC Liaison – Governance
- 6/3 New North Yate Community Building (NNYCB)
- 6/4 S106 Projects (Millside, YOSC and Sunnyside Playing Fields/The Common pitches)

## 7. Consultations

- 7/1 Current Consultations
  - Annual Review of Licensing Service Fees and Charges 2024/25;
  - Annual Review of Hackney Carriage Fares.
- 7/2 Consultations Responses
  - VCSE Funding from April 2024;
  - Police Funding Survey;
  - Sexual and Reproductive Health Commissioning Intentions Consultation;
  - South Gloucestershire New Local Plan.
- 7/3 Urgent Consultations

## 8. Sub-Committees

- 8/1 Staffing and Governance Sub-Committee (Governance)

## 9. Confidential Items

- 9/1 Confidentiality Confirmation

To **RESOLVE** to enter confidential session if required: *In view of the confidential nature of the business to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

- 9/2 Staffing and Governance Sub-Committee (Staffing)

- 9/3 Confidential Invitation

- 9/4 To receive any urgent confidential items.

- 9/5 To **RESOLVE** to return to public session.

## 10. Consideration of Impact of Decisions on Climate, Planet and Waste

## 11. Consideration of Items for Social Media / Website / Publicity



# Yate Town Council

## Full Council meeting

### 20 February 2024

#### Town Clerk's Report

#### 1 ENVIRONMENT & COMMUNITY COMMITTEE

##### 1/1 Items Referred from the Environment & Community Committee Meeting Held on 23rd January 2024

To **NOTE** that no items were referred to Full Council from the Environment and Community Committee meeting of 23<sup>rd</sup> January 2024.

#### 2 FINANCE & GOVERNANCE COMMITTEE

##### 2/1 Items Referred from the Finance & Governance Committee Meeting Held on 6<sup>th</sup> February 2024

##### (a) 5.4 Income and Expenditure Report to 31<sup>st</sup> December 2023

The Finance & Governance Committee **RECOMMEND** that the Income and Expenditure Report to 31<sup>st</sup> December 2023 be approved. (Appendix 2 to the Finance & Governance Committee minutes of 6<sup>th</sup> February 2024)

#### 3 PLANNING & TRANSPORTATION COMMITTEE

##### 3/1 Items Referred from the Planning & Transportation Committee Meeting Held on 16th January 2024

To **NOTE** that no items were referred to Full Council from the Planning & Transportation Committee meeting of 16<sup>th</sup> January 2024.

#### 4 DELEGATED DECISIONS

##### 4/1 Record of Delegated Actions

To **NOTE** that where action has been taken between meetings, it has been in consultation with members of the council via email and the existing below delegation invoked:

*“The Town Clerk shall have the power to take action as necessary between Meetings of the Full Council, Committees, Sub-Committees, Project Steering Group Committees and Working Groups provided that such action is in accordance with the policy of YTC and is within budget.”*

To receive list of decisions taken using above delegation to 9<sup>th</sup> February 2024.

[Click here to see list of decisions](#)

## **4/2 Planning Comments Submitted Under Delegated Powers**

To **NOTE** that further to agreement to amend Planning & Transportation Committee meeting dates, (Minute No. 47 of the Full Council meeting of 27<sup>th</sup> June 2023), to save time and cost, and for the Committee to agree (digitally) the comments to be submitted and for delegation to the clerk to be invoked to submit the comments to SGC, the submissions of 30<sup>th</sup> January 2024 and 13<sup>th</sup> February 2024 will be reported to the next meeting of the Planning & Transportation Committee on 27<sup>th</sup> February 2024.

## **5 FINANCIAL REPORTS**

### **5/1 Accounts for Payment**

To receive and **NOTE** the accounts for payment previously authorised in line with the Financial Regulations. [Click here for payments](#)

## **6 TOWN COUNCIL PROJECT STEERING GROUP REPORTS (TASK LIMITED)**

### **6/1 Play Areas and Properties Project Steering Group - Kingsgate Park Refurbishment Project**

*NB\* At Full Council on 28<sup>th</sup> June 2023: Delegated powers be granted to the Town Clerk, in consultation with the Play Area and Properties Project Steering Group, to progress any matters relating to the Kingsgate Park and Peg Hill projects (in addition to existing delegations outlined in the Terms of Reference to the Project Steering Group itself.*

To **NOTE** the following Kingsgate Park Refurbishment project updates:

#### **(a) Phase 1: Timber Refurbishment (Children's Playground Company Ltd)**

To receive any update.

#### **(b) Phase 2: Eibe Play**

- I. Eibe will return to site from 26<sup>th</sup> February 2024 to action minor repairs a further safety inspection will be undertaken prior to the equipment opening to the public;
- II. A 'name the duck' competition was launched on 19<sup>th</sup> November 2023. The competition will conclude on 18<sup>th</sup> February 2024;
- III. Officers are working with the Project Steering Group to finalise plans for the official opening event on 1<sup>st</sup> April 2024 (alongside the YTC annual Easter Egg event).

### **Other Project Updates:-**

- IV. Parsons Landscapes were contacted in November 2023 regarding issues with the MUGA refurbishment; the anti-graffiti coating has bubbled and peeled, damaging the paint layer beneath it. A request for rectification from the supplier was chased on 9<sup>th</sup> February 2024; a response is awaited;
- V. a date to be agreed for sports court painting of the MUGA (weather permitting, as dry conditions are required for drying/setting).

### **6/2 YOSC**

#### **(a) YOSC Liaison – Governance**

##### **To NOTE:**

- a response to the draft lease (sent to YOSC Ltd in December 2022) was received and returned to YOSC Ltd with a request that they confirm that the document contained all comments that they wish to be considered. YOSC Ltd has met to consider the draft and is meeting for a second time on Monday 26<sup>th</sup> February 2024 to continue the review process. A meeting of the YTC YOSC group will be convened thereafter to consider the full response from YOSC Ltd.

### **6/3 New North Yate Community Building (NNYCB)**

Further to the update provided at the Full Council meeting on 9 January 2024, correspondence was sent to South Gloucestershire Council (SGC):

- (a) reiterating how pleased Yate Town Council is that negotiations have recommenced regarding a partnership agreement to work on the NNYCB project, given that the Town Council is committed to supporting SGC to provide this facility for Yate residents, as soon as possible;
- (b) advising that before YTC can consider options, we require information from SGC (outlined below) and that if necessary, YTC will convene an extraordinary Full Council meeting (between YTC set Full Council meeting dates) to meet SGC timelines, further demonstrating our commitment to this project. Information awaited is as follows:

- a. Comparable community building agreements for Lyde Green and Emerson Green;
- b. Status of the project (including delivery timeline);
- c. Updated feasibility study including re-assessed project costs (costings for s106 specification, and an enhanced building specification);
- d. Outcome of SGC procurement route;
- e. Confirmation of appointed architect;
- f. Any further progress update on the land transfer;
- g. Proposal of what the SGC budget will provide in terms of building size and facilities, fit out and opportunities for community use (so that YTC can consider in context, how YTC funding could add value/enhance the building and opportunities for community use);
- h. Freehold share of the building for YTC, if YTC contributed capital funding.

To receive any response from South Gloucestershire Council, if available.

## 6/4 S106 Projects (Millside, YOSC and Sunnyside Playing Fields/ The Common pitches)

To **NOTE** SGC accepted YTC's request to convert revenue to capital funding, for the following S106 projects:

1. Millside – £4,737.37 capital / £4,981.38 revenue to fund play improvements at Millside Play Zone, Yate (sports table and slide);
2. YOSC - £9,048.42 capital / £2,738.65 revenue to fund improvements to facilities for disability athletics at Yate Outdoor Sports Complex (toilets and doors).

Further to the Finance and Governance Committee meeting held on 6<sup>th</sup> February 2024, to also **NOTE** that an application will be sent to SGC regarding s106 monies available for Sunnyside Playing Fields/The Common pitches.

## 7. CONSULTATIONS

### 7/1 Current Consultations

Consultation Name	Link	Closing Date
Annual Review of Licensing Service fees and charges 2024/25	<a href="#">Click here to view consultation</a>	26.02.2024
Annual Review of Hackney Carriage Fares	<a href="#">Click here to view consultation</a>	12.02.2024 To <b>NOTE</b> this consultation was circulated prior to this meeting.

## 7/2 Consultation Responses

Consultation Name	Link	Closing Date	Notes
VCSE Funding from April 2024	<a href="#">Click here to view consultation</a>	23.01.2024	To <b>NOTE</b> no response was submitted.
Police Funding Survey	<a href="#">Click here to view consultation</a>	22.01.2024	To <b>NOTE</b> response was submitted by Councillor Nicola Clarke.  <a href="#">Click here to view response</a>  Thanks to be extended to Councillor Nicola Clarke.
Sexual and Reproductive Health Commissioning Intentions Consultation	<a href="#">Click here to view consultation</a>	28.01.2024	To <b>NOTE</b> response was submitted by the Community Project Manager.  <a href="#">Click here to view response</a>
South Gloucestershire New Local Plan	<a href="#">Click here to view consultation</a>	16.02.2024	To <b>NOTE</b> response was submitted by Councillors Nicola Clarke and John Emms on behalf of the Council, including the comment that the Town Council is glad that field sites included in the call for sites have been excluded, as it is important that those areas are not allocated for development.  To receive and <b>NOTE</b> submission (to be circulated).  Thanks to be extended to Councillors Nicola Clarke and John Emms.



### **7/3 Urgent Consultations**

To receive any urgent consultations.

## **8 Sub-Committees**

### **8/1 Staffing & Governance Sub-Committee**

To receive the minutes of the Staffing & Governance Committee (appertaining to governance) and approve the recommendations therein.

[Click here to read minutes](#)

## **9 CONFIDENTIAL ITEMS**

### **9/1 Confidentiality Confirmation**

To **RESOLVE** to enter confidential session if required: *That in view of the confidential nature of the business about to be transacted, pursuant to the Public Bodies (Admission to Meetings) Act 1960, it is advisable in the public interest that any members of the press or public present be excluded and they be instructed to withdraw.*

### **9/2 Staffing & Governance Sub-Committee**

To receive and **NOTE** the minutes of the Staffing & Governance Sub Committee (appertaining to staffing matters) held on 7<sup>th</sup> February 2024. (Confidential Appendix 1 )

### **9/3 Confidential Invitation**

To receive information from Councillor Chris Willmore.

**9/4** To receive any urgent confidential items.

**9/5** To **RESOLVE** to return to public session.

## **10 CONSIDERATION OF IMPACT OF DECISIONS ON CLIMATE, PLANET AND WASTE**

To consider if there are any impacts on climate, planet and waste following discussions and decisions taken during the meeting.

(YTC has adopted UN 17 Sustainable Development Goals, *The Sustainable Development Goals are a call for action by all countries – poor, rich and middle-income – to promote prosperity while protecting the planet.* [click here](#) to find out more).

## **11 CONSIDERATION OF ITEMS FOR SOCIAL MEDIA / WEBSITE / PUBLICITY**

To consider items for social media / website / publicity following discussions and decisions taken during the meeting.