

PATCHWAY TOWN COUNCIL

Minutes of the Meeting of Patchway Town Council held on the Tuesday 18th February 2025 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr D Lawrence (Chair), Cllr N Field, Cllr D Fry, Cllr E Gordon, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr E Martin, Cllr R Loveridge, Cllr S Rummels, Cllr S Scott & Cllr K Walker.

In attendance: S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).

Absent: None

Members of the Public: District Councillor I Walker and 1 member of the public

As the time was 19:00, the 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.

18/2/2025 - No 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 4E.

There were no questions from the public.

18/2/2025 – No. 2. To receive the elected Councillor Declaration of Acceptance of Office.

The Chair confirmed that Cllr Rummels had signed the Declaration of Acceptance of Office before the start of the meeting.

18/2/2025 - No 3. To receive any apologies for absence.

The Council noted apologies from Cllr K Dando (unwell), Cllr A Morey (unwell) & Cllr T Scott (unwell).

18/2/2025 - No 4. To receive any Declarations of Interest and to approve any dispensations for this meeting.

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.

There were no Declarations of Interest and no requests for dispensations received.

18/2/2025 - No 5. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 21st January 2025 and to receive the Clerk/RFO's report for this meeting.

The Clerk/RFO report was **NOTED**.

Cllr Fry confirmed that he had submitted his apologies for the January meeting and needs to be reflected in the January minutes.

Cllr Gordon confirmed that he was in attendance at the January meeting and needs to be reflected in the minutes.

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



18/03/2025

Cllr Martin stated that the current Post Office within the local Spar is very busy and being a small sub office rather than slightly larger branch office will mean the Post Office will become cramped to use and there will be queues.

Cllr Lawrence enquired as to what the Post Office can do in order to offer a proper service.

Cllr Knight suggested that the Council asks Lloyds Bank if they can provide a mobile banking service.

Several Councillors commented that the issues with the high street banks have been happening for some years now and there needs to be a banking hub to support all banks in the Town.

Cllr Martin suggested that the Council mentions that Patchway is a deprivation area.

RESOLVED: it was unanimously agreed for the Clerk to compile a letter to be circulated to all Councillors before submission to Lloyds Bank, Patchway Branch, to express the concerns raised.

18/2/2025 – No. 9 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

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

District Councillor Walker's report was circulated to Councillors before the meeting and was noted.

District Councillor Scott confirmed that during an Audit and Accounts meeting the local plan for the next 25 years was discussed. Housing development outside of Patchway is planned on green belt land to meet housing needs.

There are plans to use Artificial Intelligence (AI) more and how it communicates with us and vice versa.

The South Gloucestershire Council budget meeting will be held on the 19th February 2025.

b) Friends of Patchway Twinning Group.

The Deputy Clerk referred to the report circulated to all members before the meeting. The Deputy has worked hard to reduce the costs and yet still retaining an exciting programme for the visitors.

The Deputy responded to members questions to confirm that using local businesses to support the visit and asking schools to apply for grant funding has been considered.

RESOLVED: that a budget of £1,265.00 was agreed by 7, with 4 against.

c) Almondsbury Joint Burial Committee.

i) Report on land purchase

Cllr Loveridge confirmed that during the recent Almondsbury Joint Burial Committee (AJBC) meeting, a representative from The CDS Group provided more detail and estimated costs regarding the staged schedule of works associated with the new cemetery site.

The Deputy Clerk had circulated a report prior to the meeting and concerns were raised by members that the Council would need to increase the precept for the next few years to support each stage of the cemetery development and the Council does not have any reserves for this. The advice given by DCK Accounting is whether Almondsbury could loan the money to the Town Council and how this may work.



Cllr Field stated that she is concerned about the forecasted costs, and it is not right to use Precept money for a burial site. A proposal was made that the Council pauses on proceeding with the project until a further understanding of the costs is received.

After reviewing the Deputy Clerk's report, it was discussed by members of the Council that more information is required from AJBC before a decision can be made.

RESOLVED: that a meeting is held with Almondsbury Parish Council to understand the full implications of the project, costs being the main concern and discuss this further at the next Council meeting on the 18th March 2025.

d) Patchway Sports & Social Club

i) Clerk's report

The Clerk referred to the report submitted to members prior to the meeting. Members discussed and agreed that in order to support the actions taken by the Council to date, that, as agreed at the 21st January 2025 Council meeting that further Solicitor advice is sought to ensure that the Council is taken the right course of action to following the closure of the Club.

The suggestion of forming a Working Group will be discussed and agreed at a later date. It is too soon to form a working party now until further guidance is received.

ii) Fee proposal for building survey

RESOLVED: that the quote from Sanderson Weatherall for £2,350.00 excluding VAT is approved and will provide the Council with a complete view of the current condition of the building and the report to include the current status of the flat roof.

e) South Gloucestershire Council partnership working.

The Clerk wished to thank both the District Councillor Walker and Cllr Keith Walker on the hard work and dedication given to support the pharmacy move from the container to a shop unit. The support for the community is very much appreciated and all is looking positive for the pharmacy to be in place by the end of March 2025.

f) Improving The Parade.

Cllr Lansdown confirmed that there is a meeting being held at the South Gloucestershire Council offices in Kingswood on the 19th February 2025 to discuss the parking charges at The Parade. A report will be given by members at the next Council meeting.

g) Public Safety updates.

The Deputy Clerk confirmed that the dog enforcement programme in Norman Scott Park will start next week, with the new signs now in place around the park.

The Deputy Clerk also stated that there appears to be an issue with dog waste around the town with reports of excrement on streets. The issues have been reported to the Enforcement Team.

Cllr Knight enquired whether there had been any further occurrences to the Council member of staff as reported at the last Council meeting. The Clerk confirmed no, there had not been any further issues, and the member of staff does not work alone on this particular duty anymore.

h) Residents' communications.

No updates to report.



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i) Youth provision.

No updates to report.

j) Patchway Community Larder.

Cllr Lansdown confirmed that the larder continues to receive kind donations from residents. More stock is needed to top up on much needed supplies, such as pasta and tinned goods.

k) S106 Monies awarded for Pretoria Road Allotments.

The Deputy Clerk confirmed that the first tranche of funds has been received from South Gloucestershire Council to support the roof project at the Pretoria Road Allotments.

The Clerk has submitted another application, and confirmation from South Gloucestershire Council as to whether the application has been successful is awaited.

18/2/2025 – No 10. To receive and agree to signing the ‘You are Welcome Here’ pledge.

RESOLVED: it was unanimously agreed to sign the ‘You are Welcome Here’ pledge to support the South Gloucestershire Race Equality Network programme.

18/2/2025 – No. 11. To note the date of the next Meeting of Patchway Town Council will be hold on Tuesday 18th March 2025 at 7pm at Callicroft House.

The date of the next meeting was noted.

The meeting was closed by the Chairman at 8.16pm



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