

PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 19th November 2024 at 19:00 at Callicroft House, Patchway.

Councillors:	Cllr Dayley Lawrence (Chair), Cllr Ken Dando, Cllr Natalie Field, Cllr Jenny James, Cllr Pete Knight, Cllr Roger Loveridge & Cllr Keith Walker.
In attendance:	S Howard (Town Clerk) & J Watkins (Deputy Town Clerk and RFO).
Absent:	None
Members of the Public:	2 and 3 Representatives from Pretoria Road Allotments Association

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.

19/11/2024 - No 1. To receive questions from the members of the public present.

A member of the Patchway Sports and Social Club, (PSSC) wished to provide an offer of support concerning the club closure. The PSSC member has knowledge of how the club was run and is happy to respond to questions from the Council.

The PSSC member would also like to consult with the residents of Patchway and to set up a Steering Group with the potential support of local groups, allotment associations etc., to consider ideas as to how the PSSC building could potentially become a 'Community Hub'.

The PSSC member volunteered to be the Chair of the Steering Group, if required.

19/11/2024 - No 2. To receive any apologies for absence.

The Council noted apologies from Cllr Dan Fry (personal reason), Cllr Eric Gordon (personal reason), Cllr Denise Lansdown (personal reason), Cllr Elaine Martin (unwell), Cllr Angela Morey (personal reason), Cllr Sam Scott (another meeting) & Cllr Toni Scott (personal reason).

19/11/2024 - No 3. 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 Ken Dando declared an interest in item 18 (k) being a member of the Patchway Sports & Social Club.

19/11/2024 - No 4. To consider and approve any dispensations for this meeting.

RESOLVED: It was unanimously agreed to grant dispensation for the disclosed interests on the basis of no involvement in debate or resolutions on the following items.

Cllr Ken Dando regarding agenda item 18 (k).

19/11/2024 – No. 5 To receive the annual rent from Pretoria Road and Blakeney Road Allotment Associations.

The Deputy Clerk confirmed that apologies have been received for Blakeney Road Allotments and the cheque will be delivered to the Council Offices.



21/01/2025

The Treasurer for the Pretoria Road Allotments Association presented the Deputy Clerk/RFO with a cheque for £1726.25. The Association confirmed that the site now has 87 members, with a few remaining empty plots that are hoped to be filled in the New Year. The West of England Combined Authority (WECA) Project is nearing completion. It's been a large project which will bring many benefits to the community. The Allotment Association is planning for a 'ribbon cutting' event in Spring 2025, inviting Dan Norris, the local MP, Town Council Mayor and local schools to observe and appreciate the developments made.

The Allotment Association also gave thanks to the Town Council for the grant award which is supporting the roof project.

19/11/2024 – No. 6 To receive and approve the Pretoria Road Allotment Review for 2025/26.

The Deputy Clerk confirmed that the report received from the Representatives from the Pretoria Road Allotments had been circulated to members before the meeting.

The Allotment Representatives confirmed that the increase in the rent review is to support the introduction of bank charges by the Association's nominated bank. The Utility companies have also given price increases.

The Allotment Association will speak with tenants in August 2025 to confirm the rent review for 2026/27.

19/11/24 – No. 7 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 15th October 2024 and to note the Clerk/RFO's report for this meeting.

The Clerk's report was **NOTED**.

Cllr Knight raised a small discrepancy in the minutes concerning the use of Standing Order 2(o) which will be supported under agenda item 10.

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

19/11/2024 – No 8. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year

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.

Patchway Town Council is required to pay its suppliers within credit terms in order to honour its financial agreements with suppliers and retain a good relationship.

RESOLVED: that the Deputy Clerk/RFO confirmed that there are no unreported decisions to report.

19/11/2024 – No. 9. To receive advice from the Clerk concerning 'pre-meets' held on Council premises

The Chair confirmed that he had discussed with the Clerk on the matter of 'pre-meets' and wished to formalise the spirit of the nature of such meetings. The Chair confirmed that any Councillor can use the Council premises as long as it conforms to being for non-political purposes to discuss items on the Council agenda.

RESOLVED: that Committee members were in agreement with this arrangement and stance concerning 'pre-meets'.

19/11/2024 – No.10. To receive a challenge from a Councillor concerning the Chair's decision to effect Standing Order, Section 2 (O) during the Council meeting held on 15th October 2024

Cllr Knight confirmed that the Chair effecting Standing Order, Section 2 (O) felt that attempts were being made to close the meeting down, rather than being open and transparent and should have gone to a vote.



Cllr Walker stated that all Committee members should seek to raise a 'point of order' during the meeting if they wished to challenge something being said.

The Clerk advised members that the Chair of the Council can implement a Standing Order during the meeting, as they see fit. Imposing Standing Order 2 (O) was to ensure that discussions on motions did not become lengthy and allowed the meeting to be kept on track, concise and to the point. A consistent approach by the Chair should be welcomed. The Standing Orders that the Town Council have implemented are Model Standing Orders and are readopted each May.

19/11/2024 – No. 11. To note the minutes of the Finance Committee meeting held on Tuesday 12th November 2024

The minutes of the Finance Committee meeting held on Tuesday 12th October 2024 were **NOTED**.

19/11/2024 – No. 12. To consider the draft 2025/26 budget as presented to the Finance Committee on the 12th November 2024

Cllr Knight stated that the draft 2025/26 budget is in a much better position. He suggested the following amendments.

Cost Code – 510 – Patchway Sports & Social Club and leaving this as zero and if the building is reopened then that Council will see a benefit if revenue is obtained.

Cost Code – 120 – Precept – With the suggested increase in the Precept for next year, that the Town Council goes out to consultation with residents to receive their views on Twinning spends.

Cost Code – 410 – Move £10,000 to the Youth & Community Grants and ask for Twinning to submit a grant application to support projects during the financial year. This budget allocation move now means that a public consultation is not required.

RESOLVED: It was unanimously agreed with one abstention to the amendments suggested.

7.48pm – District Councillors Sanjay Shambu and Jo Buddharaju arrived

19/11/2024 – No. 13 Patchway Town Council Finance

(a) To approve the expenditure report for November 2024

RESOLVED: It was unanimously approved to agree the expenditure report for November 2024.



The Clerk confirmed that Cllr Lansdown's proposal can be discussed further at an Events Working Group Committee meeting, as the Events Programme proposed is only a suggestive itinerary.

RESOLVED: It was unanimously approved to agree to the 2025 Events Programme proposal for 2025 and that the Events Working Group Committee works together to determine the structure and formalities of the 2025 programme.

19/11/2024 – No. 17 To consider a request from a member of the public for South Gloucestershire Council to install a zebra crossing by the Community Centre on Rodway Road

Councillors debated the request and agreed that Rodway Road is difficult to cross due to the speed and amount of traffic that uses the road.

It was also agreed that a number of existing zebra crossings require repainting as the white lines have worn away quite significantly.

Cllr Dando expressed that the 20mph limit is also not observed by some motorists and more traffic calming is required.

District Councillor Shambu stated that if the Town Council consults with the public as to the need for a zebra crossing on Rodway Road and submits this to South Gloucestershire Council (SGC) as a report, then this provides a weighted argument to the request being made.

Cllr Shambu asked that photographs of the zebra crossings that require remarking are taken and submitted to him so that he can take this forward with SGC.

19/11/2024 – No. 18. 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 Shambu confirmed that the potholes on Rodway Road have been reported to SGC but will take time to resolve.

DC Shambu asked that if there are other roads that require attention to take photographs and report them to him so that he can take this forward with SGC.

The request from a resident for a zebra crossing on Rodway Road could be supported by a public consultation driven by the Town Council. This will provide further evidence and support from residents to help push a case forward to SGC.

The repainting of zebra crossings in Patchway can also be supported by photographs to show the extent of what is required. DC Shambu is supportive of submissions to SGC upon receipt of evidence.

Cllr Dando enquired as to the condition of the 'back lanes' that have potholes and are no longer maintained by the landowner, SGC. This is also accompanied by fly tipping in these areas.

A Representative from the Pretoria Road Allotments enquired as to the scrub land and land ownership by SGC and when they will advise of the demarcation area between the allotment site and land owned by the District Council. The land used to be managed by SGC and now it has been allowed to drift into oblivion. It would be great to understand where the new fence can be installed in order to mark out the boundaries between the two areas. This issue has been ongoing for many years and needs resolving. The fence is currently in the wrong place and needs to come more onto the allotment land to support where the drains and sewer are for land owned by SGC.



Currently the Allotment Association have pegs marked on the allotment land to highlight the land that is owned by SGC, whilst the allotment association is trying to create a wildlife area that is 'useable', it is stifled with weeds and is needing clarification from SGC as to the land ownership and consideration of the fence matter.

The Allotments Association would like to receive something in writing from SGC to support the boundary matters.

A member of the public enquired about signage to support Uber Eat drivers from driving across pavement areas. DC Shambu advised that a public consultation could be taken again by the Town Council to support the issue.

Cllr Dando raised a request for a pushbike ban on the flyover, as he is worried this is an accident waiting to happen. Currently there is no provision to support cyclists on this section of road. DC Shambu stated that there is nothing in the regulations that say you cannot cycle there, but maybe dismounting may be safer. DC Shambu asked for Cllr Dando to provide further information by email.

District Councillor Jo Buddharaju addressed the meeting by confirming that any matters arising can be relayed to her and she will support them alongside DC Shambu.

District Cllr Sam Scott had provided a written report ahead of the Council meeting. A Consultation is now open on the SGC website on next year's budget.

SGC are making amendments to the off-street parking proposals following helpful engagement with Town and Parish Council, Chambers of Commerce and other key stakeholders across the district. Key changes include an adjustment to the tariff.

SGC have partnered with Age UK South Gloucestershire and charity Severn Wye, providing energy support for residents to launch a new Stay Warm and Well this Winter campaign. The campaign is encouraging older people to check their eligibility for Pension Credit, a government benefit which tops up a state pension, before 21 December 2024 to access the Winter Fuel Payment this year.

Together with partners, the Council's cost of living team will be holding a series of roadshow events which all residents can drop in and find out if they're eligible for any benefits or additional support and receive advice and tips and save energy and see if they are eligible for Severn Wye's sustainable improvements to keep their homes warmer. Older residents can speak with Age UK South Gloucestershire to find out what help may be available to them.

b) Friends of Patchway Twinning Group.
No update received.

c) Almondsbury Joint Burial Committee.

Cllr Dando confirmed that the formalising of the purchase of land is nearing completion. The Clerks from Almondsbury and Patchway are to have a meeting with the Solicitor and the purchase needs to be made before April 2025 to avoid further charges.

Cllr Dando also confirmed that there is sufficient money in Almondsbury Parish Council's budget for the demarcation of the site. There does not appear to be any issues regarding the land being green belt. The site will be laid out piece by piece rather than create the whole site before being able to use the site. This approach will allow income to be generated more quickly.



Cllr Loveridge stated that the Council Officers will attend more of the Almondsbury Joint Burial Committee meetings from the New Year.

The Deputy Clerk enquired as to how many residents know about the land purchase. The Council's need to keep them informed, perhaps on a quarterly basis.

d) South Gloucestershire Council partnership working

The Deputy Clerk confirmed that a meeting had been held with the SGC Environmental Officer and the dog warden patrols will commence in Norman Scott Park in the New Year. Notification will be given to residents ahead of this.

e) Improving the Parade

Members mentioned that there are still concerns regarding the proposed car parking charges in the Coniston Road car park. The Clerk confirmed that SGC have reappraised the charges and further information is awaited as to the final decision.

f) Public safety updates

No updates to report.

g) Residents Communications

No updates to report.

h) Youth provision

No updates to report.

i) Patchway Community Larder at Norman Scott Park Pavilion.

The Chair enquired with the Council Officers about the Community Larder being transferred to the Council Offices. The Deputy Clerk advised that no further update was available at this time.

j) S106 Monies awarded for Pretoria Road Allotments.

The Clerk confirmed that a meeting has been held with the Pretoria Road Allotment Association Representatives to discuss the details of a project in order to support the application form process to be submitted to SGC by the 9th December 2024.

k) Patchway Sports & Social Club

The Clerk confirmed that a report providing details of what actions have been taken by the Council since the closure of the Club was circulated to members before the meeting. Since the report, further work has been undertaken to support the removal of items belonging to either individuals or companies since the closure of the Patchway Sports & Social Club (PSSC).

Cllr Loveridge proposed the formation of a Steering Group to support the PSSC. The building can never be a pub again as habits have changed over the years. To create a building to become a central attraction is a great idea with the possibility of the Youth Club moving there allowing for the land they occupy to become flats being that SGC own the land. The PSSC building can become a community asset.

The Clerk advised that all post retrieved from the Club has not been opened but labelled and dated as to when it was collected.

The members asked who is responsible for the debt and that liquidators should be informed.



When would the building be insured by the Council. The Clerk confirmed that she is awaiting a response from Commercial Property Consultants to establish the rebuild costs of the property.

19/11/2024 – No. 19. To note that the next meeting of Patchway Town Council will be held on Tuesday 21st January 2025 at 7pm.

The next meeting date was noted.

19/11/2024 – No. 20. 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 items below.

19/11/2024 – No. 21. To consider the draft lease agreement between Patchway Town Council and South Gloucestershire Council for the land at Blakeney Road Allotments.

The item to be deferred to the next Full Council meeting as the draft lease agreement is still awaited from South Gloucestershire Council (SGC). The Clerk has been informed by SGC that the matter was still with the Legal Team.

19/11/2024 – No. 22. To consider the draft lease agreement between Patchway Town Council and Blakeney Road Allotment Association for the land at Blakeney Road Allotments.

The item to be deferred to the next Full Council meeting. Please refer to minute no. 19/11/2024 No. 21.

19/11/2024 – No. 23. To consider the draft lease agreement between Patchway Town Council and Bevington Walk and path at Blakeney play area.

The item to be deferred to the next Full Council meeting. Please refer to minute no. 19/11/2024 No. 21.

19/11/2024 – No. 24. To consider the draft licence agreement between Patchway Town Council and Men in Sheds for the land at Blakeney Road Allotments

The item to be deferred to the next Full Council meeting. Please refer to minute no. 19/11/2024 No. 21.

19/11/2024 – No. 25. To consider the recommendation from the Personnel Committee meeting held on Tuesday 12th November 2024

(a) To approve the NJC Local Government Pay Award 2024/25 and approve back-dated pay of £4,773.43 from April to November 2024 for all staff.

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

19/11/2024 – No. 26. To receive a nomination for the role of Honorary Freeman of Patchway and any actions required with regards to the presentation of the award.

The Chair confirmed that he was collating information to support a nomination for the role of Honorary Freeman of Patchway. The item was referred to the next Full Council meeting in January 2025.

The meeting was closed by the Chairman at 8.55pm

