

## PATCHWAY TOWN COUNCIL

### **Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 15<sup>th</sup> April 2025 at 19:00 at Callicroft House, Patchway.**

**Councillors:** Cllr D Lawrence (Chair), Cllr K Dando, Cllr N Field, Cllr J James, Cllr P Knight, Cllr D Lansdown, Cllr R Loveridge, Cllr S Scott, Cllr T Scott, Cllr S Rummels & Cllr K Walker.

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

**Absent:** None

**Members of the Public:** None present

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.

#### **15/4/2025 – 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.

#### **15/4/2025 – No. 2. To receive any apologies for absence.**

The Council noted apologies from Cllr D Fry (personal commitment), Cllr E Gordon (personal commitment), Cllr E Martin (personal commitment) & Cllr A Morey (personal commitment).

#### **15/4/2025 – No. 3. 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.

Cllr K Dando declared an interest in agenda item 10c as he was a member of the former Patchway Sports and Social Club.

Cllr S Scott declared a potential interest in agenda item 9c and stated that he would leave the meeting when the item was discussed.

#### **15/4/2025 – No. 4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 18<sup>th</sup> March 2025 and to receive the Clerk/RFO's report for this meeting.**

Cllr Rummels wished to comment on minute no. 18/3/2025 11 c) whereby the Council had agreed to form a Steering Group to help support the Tendering process for the former Patchway Sports & Social Club and stated that this had not happened. Instead, the Council has gone out to tender and arranged a Public Meeting which is not what the Council agreed.

Cllr Rummels proposed, seconded by Cllr Loveridge, that the tender process is halted allowing for a Steering Group of Patchway residents to meet at the Council offices to give their views on the future of the club.

Cllr Lansdown also stated that it was also agreed in the March Council meeting that all Councillors would look at the tenders received.

Cllr Field suggested that the Council obtains further clarity of the process and look for a Terms of Reference to support the Steering Group.

Cllr S Scott proposed that the tender process is extended by a further month to allow for Steering Group meeting(s) to be held, and this was supported by Cllr Lansdown who stated that the Council needs to engage speak to residents.

The two proposals were presented for consideration.

Proposal One – The tender process is halted allowing for a Steering Group of Patchway residents to meet and give their views on the future of the former Sports & Social Club building. This proposal was put to the vote and did not carry. Proposal One received five votes.

Proposal Two – The tender process is extended by a further month to allow for Steering Group meeting(s) for the residents of Patchway to be held. This proposal was put to the vote and carried. Proposal Two received six votes.

**RESOLVED:** It was agreed by a majority to approve the minutes as a true and accurate record, with three abstentions.

**15/4/2025 – No. 5. 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.

**RESOLVED:** that the Council noted there were no items to report under the Scheme of Delegation.

**15/4/2025 – No. 6. To note the minutes of the meeting of the Finance Committee held on Tuesday 8<sup>th</sup> April 2025.**

**RESOLVED:** to note the minutes of the Finance Committee meeting held on Tuesday 8<sup>th</sup> April 2025.

**15/4/25 – No. 7. To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 8<sup>th</sup> April 2025.**

Cllr Loveridge commented on minute no. 08/04/2025 – No. 8 concerning the proposed football pitch changes. Cllr Loveridge has spoken with the football coach and confirmed that there isn't an issue with the hump on the goal line and the current pitch size is correct and therefore there should be no changes made to the size of the pitch.

The Deputy Clerk stated that the football teams were tending to want to use the main pitch only for most of their matches, which is creating more wear and tear to the playing area. The Estates Team are aiming to create a balance between the two pitches for match play.

**RESOLVED:** that the Deputy Clerk will speak with the football team to agree to a solution.

**RESOLVED:** to note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 8<sup>th</sup> April 2025.

**15/4/25 – No. 8. To note the minutes of the Events Working Group meeting held on Monday 14<sup>th</sup> April 2025.**

**RESOLVED:** to note the minutes of the Events Working Group meeting held on Monday 14<sup>th</sup> April 2025.

**15/4/2025 – No. 9. Patchway Town Council Finance.**

a) To approve the expenditure report for April 2025

**RESOLVED:** It was agreed by a majority to approve the expenditure report for April 2025 with one abstention.

[illegible]

**b) To note the bank reconciliation, bank statements, income, expenditure, and monthly summary of account reports from March 2025.**

The Council noted the financial reports for March 2025.

c) To confirm that Patchway Town Council has no conflicts of interest with the External Auditor, BDO LLP.

Cllr S Scott left the meeting.

**RESOLVED:** that there were no conflicts of interest with the External Auditor, BDO LLP. The Chair and Clerk signed the declaration to be submitted to BDO LLP.

Cllr S Scott returned to the meeting.

**15/4/2025 – No. 10 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

**a) Friends of Patchway Twinning Group.**

The Deputy Clerk confirmed that final details are being arranged to support the Gauting to Patchway visit in May 2025.

**b) Almondsbury Joint Burial Committee.**

Cllr Dando advised that a member of the Groundstaff team will be away on sick leave for a period of time and that both the Burial Committee and Patchway Town Council would need to work together to support the salary of the remaining part time team member to support additional hours needed to cover the work required. The Chair enquired whether other Councils may have expertise to support Almondsbury during this period.

The Deputy Clerk confirmed that an extra £2,000 to £2,500, to be split between AJBC and Patchway Town Council is required to support the 8-week period of sick leave.

The Deputy Clerk also confirmed that the report from DCK Accounting is still awaited and is being chased actively. It is currently DCK's busiest period with the end of year reporting for Councils.

**c) Former social club building.**

The Clerk confirmed that the Office and Estates Teams have supported a tidy up of the former Sports & Social Club, so that the building is ready for viewings by those submitting a tender.

Cllr Knight enquired about the existing reports concerning the club, including the asbestos assessment, fire safety etc., to ensure that there are clear instructions given to interested parties.

Cllr Loveridge suggested that all Councillors read the survey report that the Council has obtained concerning the club building. The Clerk reminded Councillors that anyone wishing to view the document must make an appointment in the first instance.

**d) South Gloucestershire Council partnership working.**

No updates to report.

**e) Improving The Parade.**

No updates to report.

**f) Public Safety updates.**

No updates to report.

**g) Residents' communications.**

Cllr Knight gave a note of thanks and remarked on the outstanding reports in the April issue of the Town News. The Clerk to provide feedback to the Office Administrator for the work completed.

**h) Youth provision.**

The Deputy Clerk stated that the Gloucestershire Cricket Foundation are running a one-day cricket event on the 12<sup>th</sup> August 2025, as last year, which was very successful. The Clerk has checked with the Estates Team that the wickets can be arranged, and this was confirmed.

**RESOLVED:** that the Council approved the Cricket Foundation event in August 2025.

**i) Patchway Community Larder.**

Cllr Lansdown thanked the Clerk for doing some shopping that restocked the larder. The larder has been used quite heavily over the last couple of weeks and this could be because of the Easter holidays. Cllr Lansdown is very thankful of the donations received too.

**j) S106 Monies awarded for Pretoria Road Allotments.**

The Clerk confirmed that there are no further updates concerning the second tranche of S106 monies that have been awarded.

**15/4/2025 – No 11. To note the date of the Annual Assembly Meeting of Patchway Town Council will be held on Tuesday 29<sup>th</sup> April 2025 at 6.30pm at Callicroft House.**

The date of the next Council meeting was noted.

**15/4/2025 – No. 12. To note the date of the Annual Statutory Meeting of Patchway Town Council will be held on Tuesday 20<sup>th</sup> May 2025 at 7.00pm at Callicroft House.**

The date of the Annual Statutory Meeting was noted.

**15/4/2025 – No. 13. 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 item.**

The Town Clerk left the meeting.

**15/4/2025 – No. 14. To consider the conclusion of the probationary period for the Town Clerk.**

**RESOLVED:** It was agreed by a majority to approve the recommendation.

**The meeting was closed by the Chairman at 8.08pm**