

## PATCHWAY TOWN COUNCIL

### **Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 16<sup>th</sup> July 2024 at 19:00 at Callicroft House, Patchway.**

<b>Councillors:</b>	Cllr Dayley Lawrence (Chair), Cllr Angela Morey, Cllr Ken Dando, Cllr Jenny James, Cllr Denise Lansdown, Cllr Pete Knight, Cllr Roger Loveridge, Cllr Toni Scott and Cllr Sam Scott.
<b>In attendance:</b>	J Turner (Locum Town Clerk), J Watkins (Deputy Town Clerk and RFO).
<b>Absent:</b>	Cllr Patrick Cottrell and Cllr Eric Gordon.
<b>Members of the Public:</b>	None.

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.

**16/07/2024 - No 1. To receive questions from the members of the public present.**  
None received.

**16/07/2024 - No 2. To receive any apologies for absence.**  
The Council noted apologies from Cllr Dan Fry (working), Cllr Natalie Field (unwell), Cllr Keith Walker (personal reasons) and Cllr Elaine Martin (unwell).

**16/07/2024 - 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 Denise Lansdown declared her interest in item 9a.

**16/07/2024 - No 4. To consider and approve any dispensations for this meeting.**  
**RESOLVED:** It was unanimously agreed to grant Cllr Denise Lansdown a dispensation to stay in the room for items that doesn't concern her business, Snack Attacks, financially.

**16/07/2024 - No 5. To approve the minutes of the Annual meeting of Patchway Town Council held on Tuesday 18th June 2024 and to note there is no Clerk/RFO's report for this meeting as all items are covered within this agenda.**

It was noted that the minutes were not that of the 'annual' meeting and this was a typo within the agenda and minutes and would be amended.

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

**16/07/2024 – No 6. To note any unreported decisions made under the scheme of delegation or delegated authority, under Financial Regulations for this current financial year.**

The Council noted the report as below:

**[Report of any decisions made under the scheme of delegation or delegated authority, under Financial Regulations](#)**



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*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 6 – 16-07-2024 – Cleaning of the changing rooms at Patchway Sports & Social Club**

*A quote of £40 + Vat per week has been approved for Patchway Town Council to restart weekly cleaning of the changing rooms at the Patchway Sports & Social Club throughout the football season (September to April). The Council's existing cleaning contractor Concord Homecare will provide the cleaning services.*

*This adheres to the Agreement between the Council and Patchway Sports & Social Club made in 2011 that the Council would pay for the cleaning of the changing rooms.*

**Item 6 – 16-07-2024 – Upgrading of the lights in the changing rooms at the Patchway Sports & Social Club**

*A quote of £650.00 has been approved from the Council's Preferred Supplier of electrical services, J & Sons Electrical Services, to upgrade the lighting in the changing rooms at the Patchway Sports & Social Club.*

*The Council's sporting facilities across Norman Scott Park are well-used and bring in significant income to the Council. This investment in new lighting combined with painting of the changing room walls & ceilings will ensure users have a bright and fresh environment to use. The replacement lighting will be low voltage, energy efficient LED in order to reduce ongoing energy costs into the future.*

*This adheres to the Agreement between the Council and Patchway Sports & Social Club made in 2011 that the Council would pay for the maintenance of plant, fixtures and fittings in the changing rooms.*

**16/07/2024 - No 7. To note the minutes of the Finance Committee meeting held on Tuesday 9th July 2024 and to approve any recommendations from this meeting:**

- a) **To approve the recommendation that Patchway Town Council moves the Community Infrastructure Levy monies of £23,742.74 to an earmarked reserve for 'General Asset Maintenance'.**

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

- b) **To approve the recommendation that Patchway Town Council adopts the revised five-year budget plan.**

Cllr Pete Knight raised a query on Cost Centre 120 and queried why the sharp rise in cost in the Twinning budget. The Locum Clerk confirmed that the budget was an aspiration and that it was not a commitment to spend.

Cllr Roger Loveridge spoke on the history of Twinning in Patchway and that this item should be deferred to look at whether the Twinning programme is something the Town Council should be partaking in.

Cllr Ken Dando commented that this could be a budget saving if it wasn't included. The Chairman confirmed that there would be no increase on the Precept or Budget with this inclusion.



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**RESOLVED:** It was agreed by a majority with one against to invite a representative into the October Finance Committee to discuss what the money would be spent on and what the risks are of not providing this funding.

**d) To consider the quotation from Blakedown Sport and Play for extra security measures at the Jason Franklin 3G Facility.**

The Council considered the quotation received from the company who constructed the Jason Franklin 3G Facility. The Deputy Town Clerk informed members that the facility was subject to a lot of anti-social behaviour and unauthorised access by young people. The measure within the quote will limit who can get into the facility by climbing over and will be a more robust solution than the existing fencing. Cllr A Morey asked if we could open up this facility to these young people and the Deputy Clerk confirmed that the Council offer FACE a free session on a Monday to try and circumvent this issue.

**RESOLVED:** It was agreed by a majority with one abstention to approve the quotation of £9977.40 to be funded from the Asset Maintenance earmarked reserve.

**e) To consider the quotation report on a replacement for the Iseki Tractor.**

The Council considered the three quotations outlined in the report which detailed that the Iseki Tractor had now come to the end of its useful life. It was noted that the Council's preferred supplier, AJ Mowers, was also offering a part-exchange deal, which made the quote suitably lower. The Deputy Clerk spoke on the benefits for the hiring teams as well as ensuring the Ground Staff are properly equipped to maintain the facilities and ensure income is protected for the Town Council. The Lead Grounds person has been heavily involved in this process and has held meetings with all 3 companies. Cllr A Morey asked whether the Town Council considered electric vehicles and the RFO confirmed that this could be something to look at in the future. Cllr T Scott asked about whether the Council was ready for a switch to electric vehicles and the Locum Clerk confirmed that there was the infrastructure for 2 EV charging spaces at the Norman Scott Park Pavilion.

**RESOLVED:** It was agreed by a majority with one abstention to approve the quotation of £11,785 from AJ Mowers for the new tractor and attachments. The budget would come from the New Projects Fund (£5785.00), Machinery & Tools (£1000.00) and the Asset Management Earmarked Reserve (£5000.00).

**f) To consider the quotation from Cuttings for lightning protection to Callicroft House, The Casson Centre and Patchway Community Centre.**

The Locum Clerk spoke on this issue. After a review of building documents, it has become apparent that no lightning protection had been added to Callicroft House, The Casson Centre nor the roof alongside Rodway Road which is part of Patchway Community Centre. Cuttings supplied the lightning protection to the new build of Patchway Community Centre and as this was a specialist area, only one quotation has been obtained.

**RESOLVED:** It was agreed by a majority with one abstention to approve the quotation from Cuttings for the cost of £3928 plus an additional £2000 for a survey of the whole site.

**g) To consider the recommendation report from the Grants Working Party meeting held on Tuesday 9th July 2024.**

Cllr Ken Dando declared his interest in the application for The Link Club.

**RESOLVED:** It was agreed by a majority with one abstention to adopt the below recommendations:

Organisation	Funding for What?	Amount Applied For	Outcome
The Link Club	Increasing support for members of The Link Club	£500	<b>APPROVE IN FULL</b>



Patchway Cricket Club	Boundary rope trolley for enhancement of Junior Cricket.	£500	<b>APPROVE IN FULL</b>
Coniston Community Centre / Patchway Food Partnership	Food for community larder at Coniston Community Centre	£300	<b>APPROVE IN FULL</b>
St Peter's Hospice	Provision of hospice at home care to patients in their own homes.	£500	<b>NOT APPROVED</b>
The Brightwell (West of England MS Therapy Centre)	Empowering Independence Project	£500	<b>DEFER – request further information on impact for Patchway residents</b>
Southern Brooks Community Partnerships	Diwali celebration	£350	<b>DEFER – request further information on Patchway specific activity.</b>

**16/07/2024 – No 10. To confirm that Patchway Town Council has no conflicts of interest with the External Auditor, BDO LLP.**

**RESOLVED:** It was unanimously agreed to confirm that Patchway Town Council has no conflicts of interest with the External Auditor, BDO LLP.

**16/07/2024 – No 11. To confirm that Patchway Town Council will adhere to the Gambling Act 2005 as well as South Gloucestershire Council's licensing rules in relation to the Lottery License that Patchway Town Council holds.**

**RESOLVED:** It was unanimously agreed to confirm the above statement and to proceed with the selling of raffle tickets for 2024.

**16/07/2024 – No 12. 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 that no reports had been received from Cllr Sanjay Shambhu, Cllr Jo Buddharaju and Cllr Isobel Walker.

The Council noted the report from Cllr Sam Scott of the Charlton and Cribbs Ward below. South Gloucestershire Council voted for a council plan that focuses on the below:

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.

At the scrutiny Committee (on which I sit) a preliminary report was provided on the funding situation for schools in South Gloucestershire Council with the area being the second lowest funded authority per pupil in England and Wales. The gap nationally between the education attainment and poverty and wealth has widened over the last 10 years.



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Subsequently it shows that SGC set the correct priorities and voted in favour of a task and finish group looking specifically at the above.

Finally, I have a question at full council about the importance of the new government providing multiyear funding settlements so councils and residents can have more certainty over council budgets going forward.

**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. 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.*

**2. Patchway's Throwback Party in the Park – 20th July 2024.**

*All acts and infrastructure have been booked and at present, the Town Council are on target to meet the estimated income from the event report. The event has been widely advertised and a lot of local businesses are involved with sponsorship.*

*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.*

*Most of the expenditure invoices have now been paid and the income invoices have had a 90% rate of payment, which puts the Council in a much better position than last year! As you can see from the below tables. The total actual income is over the estimated income, with invoices still to be paid.*

*Income is as below:*



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Company	Supplying	Estimated Cost/income (20/02/24)	Quoted	Actual
Crole's Funfair	Funfair	£ 750.00	£ 750.00	£ 750.00
Various	Sponsorship	£ 1,500.00	£ 1,550.00	£ 1,550.00
Various	Food and Drink	£ 350.00	£ 340.00	£ 330.00
Various	Community Market	£ 300.00	£ 483.43	£ 533.40
	<b>Total Income</b>	<b>£ 2,900.00</b>	<b>£ 3,123.43</b>	<b>£ 3,163.40</b>

*Expenditure as below:*

Company	Supplying	Estimated Cost/income (20/02/24)	Quoted	Actual
PR Production Services	Stage, PA and Lights	£ 2,902.05	£ 2,902.05	£ 2,902.50
Mini Concerts	Live Music	£ 1,200.00	£ 1,395.00	£ 1,395.00
DLB Services	Marquee's	£ 1,500.00	£ 1,800.00	£ 1,800.00
Steve Sollars	First Aid	£ 300.00	£ 270.00	£ 270.00
Gary Millard Creative	Photography/Video	£ 200.00	£ 100.00	£ 120.00
Limitless Security	Security	£ 1,500.00	£ 741.00	£ 741.00
	<i>Children's Entertainment</i>	£ 1,600.00		
JoJo Sparkles	Magic and Walkaround show		£ 485.00	£ 485.00
John Harvey	Punch and Judy		£ 190.00	£ 190.00
Lucy Hartlaand-Mann	Retro Circus Skills		£ 350.00	£ 350.00
Special Occasion Mascots	8 Mascots		£ 500.00	£ 500.00
HSS Hire	Event Toilets	£ -	£ 775.00	£ 775.00
	<b>Total Expenditure</b>	<b>£ 9,202.05</b>	<b>£ 9,508.05</b>	<b>£ 9,528.50</b>

*Expenditure for this event has been slightly higher than anticipated due to the inclusion of extra Portaloos due to an event being held in the alley at Patchway Sports and Social Club meaning that it reduces the number of available toilets.*

*Income is £263.40 higher than estimated (as of 03.07.2024)*

*Expenditure is £326.45 higher than estimated (as of 03.07.2024)*

*At the end of the event, the Officers will provide a full financial update with all of the actual totals at the close of the event.*



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*The event is set to be one of the Town Council's biggest ever events and hopefully will be enjoyed by all residents. This event is on that will be mostly subsidised by the budget that was set for the financial year, which was as expected.*

**3. Fireworks to Music – 2nd November 2024.**

*As of 03.07.2024, the ticket sales stand at £1,412.50. It is hoped that after the summer, that sales increase to the level of sales last year (£10,120).*

**4. Christmas Light Switch on and Market – 29th November 2024.**

**5. Christmas Present Drive – November and December 2024.**

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

The Town Council noted the minutes of the meeting held on 2<sup>nd</sup> July 2024. A lot of positive work has been completed during the current year and this will be built on for the forthcoming year with all of the local schools and FACE attending the meeting in October 2024.

**d) Almondsbury Joint Burial Committee.**

The Council noted a report from Cllr K Dando. The unknown pipe was causing an issue with the land acquisition.

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

The Council noted the update below from South Gloucestershire Councillor Chris Willmore:

*One of the big issues you raised when we met to talk about Patchway issues was the fact the buses have moved south, away from Coniston Road and the north of Patchway, leaving people struggling to get to the supermarket. The new timetables for September are about to be published.*

*On the wider regeneration/ investment side we have been having meetings with Bromford, and are developing a regeneration project, which will involve the town council and local residents, but that is going to take a while to get shaped up into anything – all I can say at this stage is that we have met Bromford at officer and member level and there are very positive signals, with officers of the council and Bromford now working on how this might move forward.*

**f) Improving the Parade (Strategic Plan Outcome).**

A planting the Parade consultation event happened, and another one is being held on 3<sup>rd</sup> August. Denise Lansdown raised on behalf of a resident, whether the Town Council could request South Gloucestershire Council to install bollards on the adjacent side of the new crossing as there is a lot of misuse of this area, especially during school pick up and drop off times. The Locum Clerk would contact South Gloucestershire Council to ask the question.

**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 stated that there was one zone to deliver too with the 'Contact Us' leaflets.

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

No update was given.



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**j) Patchway Community Larder at Norman Scott Park Pavilion.**

The Town Council noted that the community larder was now open at the Norman Scott Park Pavilion, every day 10am to 2pm. It will be free access for all residents. There will be some carrier bags to use for free, which have been kindly purchased by Snack Attacks. A member of staff will be on hand to answer any queries for residents.

**k) Coniston Community Association.**

The Town Council noted the minutes of the latest meeting of the association.

**l) The FA Testing of the Jason Franklin 3G Facility.**

The Town Council noted that the FA have given approval to the facility for it to be used for youth football matches. Stoke Lane AFC have already booked some spots for their league games.

**16/07/2024 – No 13. To consider changing the date of the next meeting of Patchway Town Council to Tuesday 24th September at 7pm to allow the new Town Clerk time to have a sufficient handover.**

It was noted that the Locum Clerk was unavailable for the meeting on 17<sup>th</sup> September and to allow an efficient handover for one meeting, the date could be changed.

Cllr R Loveridge proposed keeping the date as 17<sup>th</sup> September 2024, which was seconded.

Cllr A Morey proposed changing the date to the 10<sup>th</sup> September 2024, which was seconded.

**RESOLVED:** Upon being put to vote, both proposals had four in favour. Cllr Dayley Lawrence exercised his right a casting vote and voted in favour of changing the date to the 10<sup>th</sup> September 2024.

**16/07/2024 – No 14. 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.

**16/07/2024 – No 15. To receive an update on the job, offer made to the candidate for the role of Town Clerk to Patchway Town Council.**

The Council noted that Suzanne Howard had accepted the job and will commence on Monday 5<sup>th</sup> August. The Locum Clerk has been preparing all the handover documents and organising the new Clerk's diary for August and September to ensure everything is handed over accordingly.

**16/07/2024 – No 16. To consider the draft head of terms from South Gloucestershire Council for the lease agreement for Blakeney Road Allotments.**

**RESOLVED:** It was agreed by a majority with one abstention to approve the draft head of terms. This was signed by the Chairman of the Town Council.

**16/07/2024 – No 17. To consider the draft lease agreement between Patchway Town Council and Blakeney Road Allotment Association for the land at Blakeney Road Allotments.**

**RESOLVED:** It was unanimously agreed to defer this whilst more advice is being taken by the Officers.

**16/07/2024 – No 20. To receive an update on issues pertaining Patchway Town Council's lease agreements:**

The Chairman used his prerogative under Standing Orders to raise this item of business further up the agenda.



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**a) Patchway Sports and Social Club.**

Cllr Ken Dando declared his interest.

The Council noted the comprehensive report from the interim Chair at the Patchway Sports and Social Club, which listed the issues facing the club and the plan of action they are undertaking as a committee.

**b) Bevington Walk.**

No draft heads of terms have been forthcoming.

**c) The Path at Blakeney Road Playing Field.**

The Locum Clerk has received the draft heads of terms but has gone back querying why the fee has risen from £50 per annum to £120 when the land has no commercial value and the Town Council does not get any income from the land.

Cllr Denise Lansdown declared her interest in items 18 and 19. It was proposed that a dispensation should be granted for her to remain in the room.

**RESOLVED:** It was agreed by a majority with one abstention for Cllr Denise Lansdown to remain in the room whilst the below discussions were held.

**16/07/2024 – No 18. To consider the request from the licensee of the Norman Scott Park Pavilion to change the licence agreement to a formal lease agreement, at the next available date.**

**RESOLVED:** It was agreed by a majority with one abstention to defer any decision on license vs lease for up to two years, to allow a new Town Council to have a perspective on it. It was further agreed by a majority with one abstention to remove the break clause from the license agreement.

**16/07/2024 – No 19. To consider if Patchway Town Council wishes to exercise the break clause in the Licence Agreement with Snack Attacks for the café at the Norman Scott Park Pavilion.**

**RESOLVED:** It was agreed by a majority with one abstention to exercise the break clause in the Licence Agreement to remove the break clauses in future agreements. It was further agreed by a majority with one abstention to keep the licence fee the same for a two-year period.

**The meeting was closed by the Chairman at 20:25.**



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