

PATCHWAY TOWN COUNCIL

Draft Minutes of the Meeting of Patchway Town Council held on the Tuesday 14th October 2025 at 19:00 at Callicroft House, Patchway.

Councillors: Cllr D Lawrence (Chair), Cllr K Dando, Cllr D Fry, Cllr J James, Cllr P Knight, Cllr R Loveridge, Cllr S Scott Cllr T Scott & Cllr K Walker.

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

Absent: None

Members of the Public: One

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.

14/10/2025 – No. 1. To receive questions from the members of the public present, with respect to business on the agenda in accordance with Standing Order 3E.

There were no questions received from the member of the public present.

14/10/2025 – No. 2. To receive any apologies for absence.

Members noted apologies from Cllr N Field (personal commitment), Cllr D Lansdown (personal commitment), Cllr E Martin (personal commitment) & Cllr A Morey (another commitment).

14/10/2025 – No. 3. To receive any Declarations of Interest and to approve any dispensations for this meeting.

The Chair 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 from members concerning items on the agenda.

14/10/2025 – No.4. To approve the minutes of the Meeting of Patchway Town Council held on Tuesday 16th September 2025 and to receive the Clerk/RFO's report for this meeting.

The minutes of the 16th September 2025 meeting were approved as a true and accurate record of the meeting. The Clerk/RFO's report was noted.

14/10/2025 – 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 Chair have authorised expenditure due to the nature of these transactions being required in a timely manner for reasons of project delivery.

Members noted the unreported decisions made under the scheme of delegation.

14/10/2025 – No. 6 To note the minutes of the Finance Committee meeting held on Tuesday 7th October 2025 and to approve the following recommendations:

RESOLVED: that members approved the meeting minutes held on 7th October 2025.

- (a) **To approve that Patchway Town Council move to formal drafting of the budget for the 2026/27 financial year by DCK Accounting Solutions on 23rd October 2025.**

RESOLVED: Members unanimously approved the formal drafting of the budget for 2026/27.

- (b) **To approve the expenditure of £2,310 for 2hrs a week of staff time to maintain current opening hours for Patchway Library from 1 April 2026 to 31 March 2027.**

Members discussed the expenditure required to maintain the same level of service to support additional hours of staff time for Patchway Library in the next financial year.

RESOLVED: Members approved, with one abstention, to fund the library service for £2,310 in 2026/27, and that a letter is submitted to the District Council to advise that the Town Council can only support up to a certain amount due to financial demands on this Council and cannot accept increased claims year on year.

14/10/2025 – No.7 Patchway Town Council Finance:

- a) **To approve the expenditure report for October 2025.**

Members approved the expenditure report for October 2025.

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

Members noted the account reports for September 2025.

14/10/2025 – No. 8 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 7th October 2025.

Members noted the minutes of the Parks, Open Spaces, Planning and Transport Committee meeting held on Tuesday 7th October 2025.

14/10/2025 – No. 9 To appoint council representatives for the following Committees:

- (a) **Finance Committee (2)**

Members agreed to defer this item to the new year following the conclusion of the by-election.

- (b) **Parks, Open Spaces, Planning and Transport Committee (1)**

Members agreed to defer this item to the new year following the conclusion of the by-election.

14/10/2025 – No. 10 To review the Patchway Town Council hire rates for 2026/2027.

The RFO confirmed that the Council hire rates will receive a 4% increase in 2026/27.

The regular users of the 3G will see an increase of £1.00 in the next financial year as a gesture of thanks for the support given by users of the facility.

Members approved the Council hire rates for 2026/27.

14/10/2025 – No. 11 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.

- a) **South Gloucestershire Councillors report on items relating to Patchway**

Cllr S Scott advised that the District Council is facilitating a weighted bag to support recycled kerbside waste. The bags have been trialled, and the results are encouraging. The only item that will continue to be placed in the plastic box is glass.

The District Council have discussed the Dying in Poverty campaign which looks at those who die whilst in poverty. A cross party motion was agreed by the Council into tackling poverty to ensure the right support is given.

Purchasing property comes under the District Council's own constitution. Following a piece of work on the property assets, it was confirmed that the register now contains a central database of property held by SGC.

b) Friends of Patchway Twinning Group.

The Deputy Clerk confirmed that plans have commenced for the school exchange visits in May 2026.

c) Almondsbury Joint Burial Committee.

No meeting held.

d) Former social club building.

The Clerk confirmed that work is continuing on the building to support the arrival of the new tenant.

e) South Gloucestershire Council partnership working.

South Gloucestershire Council is running a pilot scheme of Area Committees to enhance our partnership working and engage differently with our communities. The pilot scheme covers the whole of South Gloucestershire, separated into four areas - each one representing a certain geography, as shown on the attached map. The scheme is called 'Your Voice'.

f) Improving commercial hubs

The Litter Bin reimagination project has progressed with the Estates Team cat scanning the bin locations to ensure that everything is ready for the arrival of the new bins to be installed around the town later this month.

g) Public Safety updates

Tree works have been completed in Norman Scott Park to two poplars within the park grounds.

Flags have been installed on numerous lampposts on Coniston Road and Rodway Road. Cllr Knight highlighted the health and safety issues associated with these actions taken by local people. The Chair confirmed that the jurisdiction of the lamppost is with the District Council and not with Patchway Town Council.

h) Residents' communications.

The October edition of the Town Newsletter is now available.

i) Patchway Community Larder.

The Clerk confirmed that the Council Offices have seen a marked increase in demand for the Community Larder and the Officers signpost people accordingly.

To bring the larder facility in line with other Councils it was mooted that the existing larder is moved to the Council Offices in the New Year.

RESOLVED: that members of the Council voted to create the larder at the Council Offices from the New Year, and to create a second larder at the Pavilion. This move would bring the Council larder in line with other Councils and support the Council's original plan for the community larder.

14/10/2025 – No.12 To note the date of the Finance Budget meeting will be held on Tuesday 11th November 2025 at 7.00pm and the next Council Meeting of Patchway Town Council will be held on Tuesday 18th November 2025 at 7.00pm, both meetings at Callicroft House.

Members noted the dates of the Finance and Council meetings in November 2025.

14/10/2025 – 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 items.

RESOLVED: It was unanimously agreed to move into closed session.

14/10/2025 – No. 14 To receive an update from the South Gloucestershire Council Monitoring Officer.
No update.

14/10/2025 – No. 15 To receive and agree to the draft lease documentation between Patchway Town Council and the new tenant of the Former Sports & Social Club building.

The Clerk confirmed that the Council Solicitor is currently awaiting further information from the prospective tenant in order to progress the draft lease yet due to awaiting and receiving acknowledgement from the Tenant's Solicitor.

14/10/2025 – No. 16 To receive a motion from Cllr Knight to request a review of the current licence for Snack Attacks, to propose the transition to a lease agreement.

Members discussed the motion from Cllr Knight and the request to review the current licence agreement to convert into a lease agreement.

Members received a full Officers Report which detailed legal advice for their consideration when considering the motion.

RESOLVED: that Councillors voted by a majority with 3 abstentions not to transition the licence to a lease agreement.

The meeting was closed by the Chair at 8.24pm