



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

Wednesday 1<sup>st</sup> February 2023

Dear Cllr Dayley Lawrence, Cllr Sam Scott, Cllr Jo Buddharaju, Cllr Jon Butler, Cllr Patrick Cottrell, Cllr Ken Dando, Cllr Eric Gordon, Cllr Brian Hopkinson, Cllr Peter Knight, Cllr Roger Loveridge, Cllr Elaine Martin, Cllr Toni Scott, Cllr Sanjay Shambhu, Cllr Isobel Walker and Cllr Roland Walker.

You are summonsed to attend the meeting of Patchway Town Council on Tuesday 7<sup>th</sup> February 2023 at 7pm at Callicroft House, Patchway and the agenda is provided below.

Yours sincerely,

**Jack Turner** BA.Hons. Cert.CILCA. PSLCC.  
Town Clerk and Responsible Finance Officer

---

### AGENDA

1. To receive questions from the members of the public present.
2. To receive any apologies for absence.
3. To receive any declarations of interest and to consider any requests for dispensations for this meeting.
4. To approve the minutes of the meeting of Patchway Town Council held on Tuesday 17<sup>th</sup> January 2023 and to receive the Clerk/RFO's report for this meeting.
5. To approve the expenditure report and authorise payments.
6. To consider the request from Snack Attacks to sell alcohol at the Norman Scott Park Pavilion café.
7. [To consider Patchway Town Council's response to South Gloucestershire Council's consultation on 'Prohibition and Restriction of Waiting' on various roads in Patchway. \(Click to view the consultation\)](#)

*Patchway is Twinned with Clermont l'Herault and Gauting.*





**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

8. To consider any planning applications received (click on the link to view the application).
  - a) [P23/00127/HH - Erection of side/rear covered walkway and erection of rear porch - Rose Cottage Hempton Lane Almondsbury South Gloucestershire BS32 4AJ.](#)
  - b) [P23/00093/F - Conversion and change of use from Dental Practice \(Class E\) to 2no. semi-detached dwellinghouses \(Class C3\) with associated works - Patchway Dental Practice 19 - 21 Coniston Road Patchway South Gloucestershire BS34 5JN.](#)
9. To carry out a progress review of Patchway Town Council's Three Year Plan, focusing on 2022/2023:
  - a) Community Engagement.
10. To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.
  - a) South Gloucestershire Councillors report on items relating to Patchway.
  - b) Patchway Town Council's 70<sup>th</sup> Anniversary Celebrations.
  - c) Future Council Events in Patchway.
  - d) Almondsbury Joint Burial Committee.
  - e) Patchway Twinning Association.
11. To note that the next meeting of Patchway Town Council will be held on Tuesday 21<sup>st</sup> March 2023 at 7pm.
12. 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.
13. To receive an update on the lease agreement pertaining to Patchway Sports and Social Club and to agree any actions with respect to the agreement.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



**PATCHWAY TOWN COUNCIL**

**Minutes of the Meeting of Patchway Town Council held on the Tuesday 17<sup>th</sup> January 2023 at 19:00 at Callicroft House, Patchway.**

- Councillors:** D Lawrence (Chairman), S Scott, B Hopkinson, E Gordon, R Walker, I Walker, P Cottrell, S Shambhu, T Scott, P Knight, R Loveridge, K Dando (19:01), E Martin (19:05) and J Buddharaju (19:08).
- In attendance:** J Turner (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.

**17/01/2023 - No 1 To receive questions from members of the public present.**  
None received.

**17/01/2023 - No 2 To receive any apologies for absence.**  
The Council noted apologies from Cllr J Butler (other commitments).

**17/01/2023 - No 3 To receive any declarations of interest and to consider any requests for 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 E Gordon declared his interest in Coniston Community Association and would leave the room if any discussion on that subject was held.

**17/01/2023 - No 4 To approve the minutes of the meeting of Patchway Town Council held on Tuesday 13<sup>th</sup> December 2022 and to receive the Clerk/RFO’s report for this meeting.**  
**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record. The report was noted. The Clerk provided a further update on the separation of Charlton Hayes from Patchway from May 2023. Patchway Town Council will retain 15 Councillors and Charlton Hayes will have 9 Councillors on their new Parish Council.

The Clerk also stated that he had received two letters from Melrose Associates, letting the Council know that they will cease business at the end of January and all of the project management will be handed over to Patchway Town Council.

**17/01/2023 - No 5 To note the minutes of the Finance Committee held on Tuesday 10<sup>th</sup> January 2023 and approve the following recommendation:**  
The minutes were noted.

- a) **To approve the recommendation that Patchway Town Council sets the precept for the 2023/2024 financial year at £640,271 as outlined in the budget document.**



The Council noted that the Clerk had received correspondence from the Chief Financial Officer at South Gloucestershire Council prior to the meeting with regards to the S106 funding that the Town Council had bid for, for sporting facilities in Norman Scott Park.

South Gloucestershire Council were prepared to sanction £100,000 from this funding towards the Norman Scott Park Pavilion to reduce the burden on Patchway residents in light of the reduction in Patchway's Council Tax Base for the next financial year.

The RFO stated that he did not see any issues with this and it was a positive move for all involved.

**RESOLVED:** It was unanimously agreed to approve a precept of £540,271 on a matched budget. This would be an increase of £37.38 per annum for an average Band D household, equivalent to 19.24%. The approved budget summary can be seen below.

<b>Patchway Town Council</b>		(Updated 09/12/2022)			
<b>To correct deficit over one year only - Resolved as preferred Option by Financ Committee 6/12/22 - amended</b>					
<b>Budget Summary</b>		<b>Year Ended 31st March 2024</b>			
	<b>2022-23</b>	<b>2023-24</b>	<b>Budget Incr/Decr</b>		
	<b>Projected</b>	<b>Budgeted (Revised)</b>	<b>Proposed</b>	<b>£</b>	<b>%</b>
<b>REVENUE EXPENDITURE</b>					
Establishment	243,373	246,334	306,449	60,115	24.40%
Civic/Democratic	11,652	16,275	10,250	-6,025	-37.02%
Callicroft House	18,338	18,450	16,800	-1,650	-8.94%
Casson Centre	7,022	7,550	6,700	-850	-11.26%
Burials	23,755	22,125	24,154	2,029	9.17%
Patchway	0	0	0	0	
Coniston (excl Loan)	1,000	1,000	1,000	0	0.00%
Rodway Road	4,100	4,750	1,500	-3,250	-68.42%
Charlton Hayes	0	4,000	0	-4,000	-100.00%
The Parade	2,000	3,500	0	-3,500	-100.00%
Youth & Community	18,150	15,200	7,500	-7,700	-50.66%
Grants	3,000	16,000	7,500	-8,500	-53.13%
Scott Park	52,202	59,385	55,200	-4,185	-7.05%
Allotments	250	250	500	250	100.00%
Tumps	5,461	3,750	750	-3,000	-80.00%
Play Area	13,901	10,600	3,100	-7,500	-70.75%
Open Spaces Admin	20,625	21,875	26,630	4,755	21.74%
Street Furniture & Transport	1,000	1,000	500	-500	-50.00%
	423,829	452,044	468,533	16,489	3.65%
<b>INCOME</b>					
Interest & Income	6,000	500	7,000	6,500	
Establishment	0	0	0	0	
Civic/Democratic	0	0	0	0	
Callicroft House	400	400	500	100	
Casson Centre	1,201	1,200	2,000	800	
Burials	20,828	20,325	20,828	503	2.47%
Patchway	2	2	2	0	
Coniston	1	1	1	0	
Scott Park	34,970	22,500	53,900	31,400	
Sports & Social Club	11,840	11,840	11,840	0	
Allotments	2,500	2,500	2,500	0	
Tumps	30	30	30	0	
Open Spaces Admin	365	0	0	0	
Major Projects	0	0	100,000	0	
	78,137	59,298	198,601	39,303	66.28%
<b>NET REVENUE EXPENDITURE</b>	<b>345,692</b>	<b>392,746</b>	<b>269,932</b>	<b>-22,814</b>	<b>-5.81%</b>
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>					
Coniston Loan Charges	21,757	21,757	20,939	-818	-3.76%
Pavilion Loan Charges	15,711	0	31,500	31,423	
AWJBC Loan Charges	0	0	7,800	31,423	
Capital Provision	553,692	402,140	210,100	-192,040	-47.75%
	591,160	423,897	270,339	-130,012	-30.67%
<b>TOTAL NET EXPENDITURE</b>	<b>936,852</b>	<b>816,643</b>	<b>540,271</b>	<b>-152,826</b>	<b>-18.71%</b>
Financed as follows					
Reserves at 1st April	125,781	149,505	5,572		
Reserves at 31st March	5,572	149,505	5,572	**	
Used to Fund Expenditure (added to Gen Rsv)	120,209	0	0		
Precept Support Grant	0	0	0	0	
Precept Required	816,643	816,643	540,271	-276,372	-33.84%
<b>Total Taxation Funding Required</b>	<b>816,643</b>	<b>816,643</b>	<b>540,271</b>	<b>-276,372</b>	<b>-33.84%</b>
	<b>936,852</b>	<b>816,643</b>	<b>540,271</b>	<b>-152,826</b>	<b>-18.71%</b>
<b>ADJUSTED BASIS</b>					
Band D Equivalents	4,203	2,332	advised	-44.52%	
Precept per Band D Equivalent (£/annum)	£ 194.30	£231.68	£37.38	19.24%	
Precept per Band D Equivalent (p/week)	372.63	444.32	72 p		

**17/01/2023 - No 6 To approve the draft statement on the budget for the 2023/2024 financial year.**  
**RESOLVED:** It was agreed by a majority, with two abstentions, to withdraw this statement.

**17/01/2023 - No 7 To note the minutes of the Parks, Open Spaces, Planning and Transport Committee held on Tuesday 10<sup>th</sup> January 2023.**

The minutes were noted.

**17/01/2023 – No 8 Council Finance.**

**a) To note the financial position of the Council’s bank and investment accounts.**

As of 17<sup>th</sup> January 2023, the position was as below.

Current Account: £1000

Reserve Account: £100,090.08

CCLA Public Sector Deposit Fund: £70,740.57

Cambridge and Counties: £25,886.32

**b) To note the bank reconciliation, bank statements, income, expenditure and monthly summary of accounts reports for November and December 2022.**

The reports were noted.

**c) To approve the expenditure report and authorise payments.**

**RESOLVED:** It was unanimously agreed to authorise the payments as below.

Payee	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
A Cleaning Service Ltd	Weekly clean - Casson/Callicroft/PSSC - November	£ 960.00	£ 192.00	£ 1,152.00	01-23-001
Advanced Heating & Plumbing Ltd	Investgate/fix leaking sink - Blakeney Allotments	£ 70.00	£ 14.00	£ 84.00	01-23-002
Advanced Heating & Plumbing Ltd	Boiler / heating repairs - Casson Centre	£ 210.00	£ 42.00	£ 252.00	01-23-003
Airmec H2O Ltd	Legionella sampling - PSSC	£ 235.00	£ 47.00	£ 282.00	01-23-004
Auditing Solutions Ltd	Interim Internal Audit Service 2022-23	£ 480.00	£ 96.00	£ 576.00	01-23-005
Avon Local Councils Association	4 x New Deputy Clerk courses	£ 120.00	£ -	£ 120.00	01-23-006
The Bard of Henley Company Ltd	An Improper Officer book	£ 22.99	£ -	£ 22.99	01-23-007
Blakeney Road Allotments	Electricity bill 26 August to 22 November 2022	£ 216.38	£ 43.27	£ 259.65	01-23-008
Brandon Hire Station	Fencing, portable toilets etc for Firework Event	£ 884.38	£ 176.88	£ 1,061.26	01-23-009
Bristol Fun For Hire	Themed bounce castle	£ 66.67	£ 13.33	£ 80.00	01-23-010
Bristol Underwater Photography Group	Refund for Casson Centre hire (covid)	£ 200.00	£ -	£ 200.00	01-23-011
Brosch Direct	Heavy duty refuse sacks	£ 165.00	£ 33.00	£ 198.00	01-23-012
Davies & Partners Solicitors	Professional fees re Scott Park Café licence/deed/services agreement	£ 2,000.00	£ 400.00	£ 2,400.00	01-23-013
DCK Accounting Solutions	Accountancy services, September and November	£ 553.75	£ 110.75	£ 664.50	01-23-014
The Festive Lighting Co Ltd	Festive lights for Patchway	£ 10,585.50	£ 2,117.10	£ 12,702.60	01-23-015
Fleet (Line Markers) Ltd	Pitchmarker Super C 10l	£ 545.72	£ 109.14	£ 654.86	01-23-016
Glasdon UK Limited	Winter salt container / grit	£ 249.78	£ 49.96	£ 299.74	01-23-017
Ionet Systems Ltd	Quarterly Support Contract Fee	£ 250.00	£ 50.00	£ 300.00	01-23-018
Isobel Walker	Expenses for Community Hub at Christmas	£ 126.35	£ 3.25	£ 129.60	01-23-019
Jack Turner	Christmas stockings for Community Hub	£ 25.00	£ 5.00	£ 30.00	01-23-020
Jon Watkins	Loo rolls for Callicroft and Casson	£ 19.00	£ -	£ 19.00	01-23-021
Melrose Associates	Contract Administration Services at NSP Pavilion	£ 2,590.00	£ -	£ 2,590.00	01-23-022
Melrose Associates	Administration on defects for NSP Pavilion	£ 206.25	£ -	£ 206.25	01-23-023
National Association Local Councils	Deputy clerk training on Community Engagement	£ 53.74	£ 10.75	£ 64.49	01-23-024
PKF Littlejohn LLP	Limited Assurance Review of AGAR (to 31/3/22)	£ 2,000.00	£ 400.00	£ 2,400.00	01-23-025
Prolific Solutions (SW) Ltd	Photocopying fees - November	£ 251.93	£ 50.39	£ 302.32	01-23-026
Prolific Solutions (SW) Ltd	Photocopying fees - December	£ 77.58	£ 15.52	£ 93.10	01-23-027
Rob Hainey Signs & Graphics	Supply & fit banner on Patchway Roundabout	£ 105.00	£ -	£ 105.00	01-23-028
Select Security Solutions	Supply & install CCTV system at NSP Pavilion	£ 3,588.25	£ 717.65	£ 4,305.90	01-23-029
South Gloucestershire Council	Install FP & Supply for Xmas Lights at Roundabout	£ 950.00	£ 190.00	£ 1,140.00	01-23-030
Wybone	Dog Waste Bags	£ 53.49	£ 10.70	£ 64.19	01-23-031
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	<b>Total for Jan 23</b>	<b>£27,861.76</b>	<b>£4,897.69</b>	<b>£32,759.45</b>	

**17/01/2023 - No 9 To note the internal auditor’s interim report for 2022/2023 Financial Year.**

The Council noted the report which raised four recommendations, all of which have been actioned either by the RFO or contract accountant.

**17/01/2023 - No 10 To consider the quotations report for the lease of a coffee machine for the café at Norman Scott Park Pavilion.**

The Clerk stated that Snack Attacks had agreed to purchase a coffee machine for the café from the quotations provided to lessen the burden on Patchway Town Council.



**RESOLVED:** It was agreed by a majority with one abstention to allow Snack Attacks to purchase a coffee machine for the café.

**17/01/2023 - No 11 To consider the recommendation from the Grants Working Party to reject all outstanding grants for the current financial year.**

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

**15/11/2022 - No 12 To consider the re-adoption of the following policies and register:**

- a) **GDPR Policy.**
- b) **Financial Risk Register.**
- c) **Safeguarding Policy.**
- d) **Financial Procedures.**

**RESOLVED:** It was unanimously agreed to adopt the policies and register.

**17/01/2023 – No 13 To carry out a progress review of Patchway Town Council’s Three Year plan, focusing on 2022/2023.**

- a) **Community Engagement.**

The Council noted the progress as below.

	<b>Priority Projects</b>	<b>Community Engagement</b>
<b>Timescale for Implementation</b>	<b>Responsible Committee</b>	<b>Full Council</b>
<b>2022/2023</b>		
	Redevelopment of Patchway Community Centre	Monthly Newsletter
	Scott Park Pavilion Project	Patchway Festival
		Social Media
		Live Streaming Meetings
		Community Events
		<b>Flyers and Leaflets.</b>
		Housing.

**17/01/2023 - No 14 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

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

The Council noted a report from Cllr S Shambhu on the consultation for the bus gate in Charlton Hayes and speed tracking resources within the estate. Cllr S Scott provided an update on the budget setting process at South Gloucestershire.

- b) **Norman Scott Park Pavilion Redevelopment.**

- i. **To consider the findings of the Fire Risk Assessment.**

As the report hadn’t been received at the time of the meeting, it was agreed that the Clerk would action the outstanding items and circulate the report via email to note. If there was any action required that needed a Full Council meeting, the Clerk would call one where necessary.

- ii. **To consider the extraction issues at the café and the associated costs to remedy these issues.**

The Clerk provided an update. When the café was originally designed, it was designed for convection ovens and small appliances, which is why a fume filtration

system was fitted. Since then, the contractor for the café has noticed issues with the extraction which is now causing staining on the ceiling tiles.

After investigation, it has been found that the fume filtration system isn't strong enough to cope with the equipment underneath it. Three quotations have been gathered for an extraction canopy to be fitted, which would replace the fume filtration canopy and would be connected to the same air output vent that is currently on the building.

The Clerk sought planning advice from StokesMorgan planning stating that a non-material amendment may be required. Since the meeting, the Clerk has received correspondence from StokesMorgan planning stating that the Council don't need permission to install an internal canopy as it isn't classed as development.

**RESOLVED:** It was agreed by a majority, with four abstentions, to approve the quotation from Aspen Services for the amount of £3875. It was further resolved by a majority, with four abstentions, to ensure any planning permissions are met prior to the works being carried out.

**c) Patchway Town Council's 70<sup>th</sup> Anniversary Celebrations.**

The Clerk gave an update. The committee of Cllr D Lawrence and Cllr T Scott have worked hard to reduce the events budget and have now managed to reduce the net cost to £3875, which is well within Patchway Town Council's budget.

**RESOLVED:** It was unanimously agreed to arrange the event as per the report and within the set budget.

**d) Future Council Events in Patchway.**

The Council noted the report from the Clerk about events all year round that would be run by Patchway Town Council with little or no cost. The Council were asked to consider all events and whether they benefitted all of the residents.

The Clerk would add setting up a committee for King Charles III Coronation to the next agenda.

**RESOLVED:** It was unanimously agreed to endorse the report and arrange the events as per the below.

**Already planned and/or actioned.**

1. Patchway Memory Wall – A wall for residents to put their own images on as a homage to the last 70 years in Patchway.

**February 2023 – School Half Term Week.**

1. Crafts for all ages at the Community Hub which will be funded from the £3450 in grants that have been received for these activities, thus making it cost neutral. Theme around Valentine's Day.
2. Monday 13<sup>th</sup> February – 'Funtastic February' at Scott Park – A selection of small rides and activities for children along with a face-painter.

**March 2023 – Ongoing.**



1. Mother's Day arts and crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities, thus making it cost neutral. The future of the 'Community Hub' will need to be decided on however these could run either within the hub or as an extra in the centre.
2. A Platinum Postcard for Patchway – Get young people (under 16) involved with drawing their Patchway on the front of a postcard and then adding a message about why they love where they live which can be stored in a time capsule, to be planted in Scott Park memorial garden to commemorate the 70th anniversary of the Town Council. Involve local schools, youth centre and scouts. The cost for this is **free**.

#### **April 2023 – School Holidays.**

1. Easter Crafts for all ages at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral. Theme around Easter.
2. The Patchway Easter Trail – Hidden around Patchway will be five large A3 easter bunnies, each with a letter on them. Residents have to go around the locations, answering a clue about the whereabouts and write down what each letter is. They then have to unscramble the letters to reveal the name of the Patchway 'Easter Bunny'. All entrants will be entered into a prize draw to win an experience from a local business. All entrants will also receive a small chocolate gift. The cost for this we expect to be around **£100**, which we would seek sponsorship for from a local business.
3. Poem for Patchway – Get young people (under 16) to create a poem about what they like in Patchway and how they feel about their Town. Get these read aloud by the children on the day of the party. The cost for this is **free**.
4. Easter Egg Drive – Just like the community giving tree, we will ask residents to help purchase easter eggs that we can give out in conjunction with schools, pre-schools, youth centre and other organisations to ensure no-one goes without during the harder times this year.

#### **May 2023 – King Charles III Coronation.**

1. Encourage all residents to come together to celebrate this momentous occasion. Rather than the Council running an event, we should simply encourage residents to celebrate together in their streets. The Council can assist with road closures as well as information about the coronation. The Council will put up bunting around the Town which would be at a cost of £250 for the bunting.

#### **May 2023 – Half Term Week.**

1. Workshops for all ages at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.
2. Sports Workshops on the Jason Franklin 3G Facility at Scott Park. These would be multi-sport workshops. The cost is £125 per workshop and the Council could run three in the week (Monday – Wednesday) for the cost of **£375**. We could look for sponsorship or a grant for this.

#### **July 2023 – A Platinum Party for Patchway.**



1. 70<sup>th</sup> Anniversary Main Event in Scott Park. Event plan has been derived and considered separately to this item. Cost is estimated at **£4225.00**. This has been budgeted for in the 2023/2024 budget.
2. Jimmy Crole's Funfair attending Friday 30<sup>th</sup> June – Sunday 2<sup>nd</sup> July 2023 for all residents to enjoy. This will provide an income to the Council.
3. A potential circus if weather conditions allow for a long weekend. This will provide an income to the Council.
4. A Virtual History of Patchway – To create a story for online viewing which takes residents around modern Patchway showing them the historical sights and what they used to look like. Can be done by using Google My Maps as well as our website. The cost for this would be **free**.

#### **October 2023 – Half Term Week.**

1. Spooky Crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.
2. Scarecrow Trail. Invite residents to take part in creating and adding a scarecrow to their front garden or window of their house. The Council office will give a list of themes and/or characters to the residents who then build their scarecrow around the theme. The trail maps are produced by the Council and residents can go around spotting the different scarecrows. The printing can be done in house at a low cost around £50.

#### **November 2023.**

1. Fireworks to music event with activities for all ages to be held on Saturday 4<sup>th</sup> November 2022. The expected cost for this is **£6000** but will be offset by charging £5 per person entry as well as charging food and drink vendors. In 2022, 2345 tickets were sold at £2 each with children free entry. There were 1400 adults that paid for tickets. If the Council sell 1500 tickets that would generate an income of **£7500** which would pay for the event and have money to reinvest back into the Town.
2. Christmas Light Switch on and Christmas Market (Location TBC). This event should run as a small income to the Council with lessons learned from the successful 2022 switch on. Sponsorship by local businesses will be obtained also building on the success of the 2022 event.

#### **December 2023.**

1. Community Giving Tree – Inviting all residents to help those who may need help at this time of year. There are presents also left over from the 2022 event. This would at no cost to the Council.
2. Santa's Grotto – Following on from the success of 2022, the grotto was very easy to do and satisfied a lot of residents. For the presents, we would use donated items as well as seeking sponsorship from businesses. This would be at no cost the Council.
3. Christmas Crafts at The Casson Centre which will be funded from the £3450 in grants that have been received for these activities thus making it cost neutral.

**e) Almondsbury Joint Burial Committee.**

It was noted that the AJBC and Almondsbury Parish Council are in favour of the land acquisition.

The Clerk was asked why the items pertaining to this committee were in closed sessions. Councillors were informed that the matters to be discussed were exempt matters 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.

**f) Patchway Community Hub/Warm Room.**

**i. To consider the scope for this project after February 2023.**

The Council noted an update from Cllr I Walker. The room was being well attended and was providing a space for residents of all ages to come together and reduce isolation. There were a lot of residents who are dependent on the room and Councillors expressed a wish for it to remain open.

The Clerk stated that the community hub should remain open but should co-exist with bookings for The Casson Centre. The Clerk will update the terms and conditions for The Casson Centre to explicitly say that anyone hiring the room cannot sue anything that has been donated to the community hub for insurance purposes.

**RESOLVED:** It was unanimously agreed to keep the community hub going until May 2023 whilst offering out the room for hire after the community hub opening hours.

**g) South Gloucestershire Playscheme's Christmas Holiday Report.**

The Councillors noted the report.

**h) Patchway Police Beat Team Update.**

The Chairman welcomed PC Harry Barrett to the meeting from the Patchway Beat Team. PC Harry gave a comprehensive update on the anti-social behaviour issues with youth in Patchway. PC Harry stated that a lot of work had been done to catch the culprits and that they have started interviewing and prosecuting those involved. PC Harry will send his statement to the Clerk, so that it can be added to the Patchway Town Council website.

Thanks was given to PC Harry for his quick action and hard work on the anti-social behaviour. The Mayor will write a letter of thanks to him and the Beat Team.

The Chairman opened the floor to Councillors to ask questions ranging from anti-social behaviour, to parked cars and darkly clothed cyclists. The Chairman thanked Harry and he left the meeting.

**17/01/2023 - No 15 To note the dates of future meetings of Patchway Town Council, as below:**

- a) **Tuesday 21<sup>st</sup> February 2023.**
- b) **Tuesday 21<sup>st</sup> March 2023.**
- c) **Tuesday 16<sup>th</sup> May 2023.**

Noted.

**17/01/2023 - No 16 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 below items.

**17/01/2023 - No 17 To consider the land acquisition report, the associated costs with this project and to consider allowing Stoke Lodge and The Common Parish Council to form part of this land acquisition.**

The Clerk provided an overview of the comprehensive report and concluded that this would be beneficial to all residents in Patchway.

The costs associated with the acquisition would be approximately £57,991.30. The Council have already budgeted for a PWLB loan for £50,000 over the next four years and there is CIL monies still available to make up the balance.

The Chairman split the report into two. He first asked Councillors to vote on whether Stoke Lodge and The Common Parish Council should form part of this land acquisition.

**On this matter, the Council voted with five in favour, eight against and one abstention.**

**RESOLVED:** It was therefore agreed by a majority to not allow Stoke Lodge and The Common Parish Council to form part of this land acquisition.

The Chairman then asked Councillors whether they would support the land acquisition through obtaining a Public Works Loan Board Loan for £50,000 and using the CIL monies to provide the balance.

**RESOLVED:** It was unanimously agreed to support the land acquisition on the 50:50 basis with Almondsbury Parish Council.

**17/01/2023 - No 18 To consider the employment of the self-employed grass cutter at Almondsbury Cemetery onto a permanent employment basis.**

**RESOLVED:** It was agreed by a majority, with one abstention, to approve the employment on a permanent basis.

**The meeting was closed at 20:40.**



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

**Town Clerk and Responsible Finance Officer's Report**

**Actions from the Meeting of the Full Council on Tuesday 17<sup>th</sup> January 2023.**

**17/01/2023 - No 5 To note the minutes of the Finance Committee held on Tuesday 10th January 2023 and approve the following recommendation:**

- a) **To approve the recommendation that Patchway Town Council sets the precept for the 2023/2024 financial year at £640,271 as outlined in the budget document.**

The budget document and summary has been added to the Council's website along with an information graphic about what the Precept will be spent on for the next financial year.

**17/01/2023 - No 14 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- b) **Norman Scott Park Pavilion Redevelopment.**

- i. **To consider the findings of the Fire Risk Assessment.**

The Fire Risk Assessment was circulated to all Councillors along with an action plan. Most of the items have been actioned by the café contractor or the Town Council.

- ii. **To consider the extraction issues at the café and the associated costs to remedy these issues.**

This will be installed on 6<sup>th</sup> February 2023 by Aspen Services.

**17/01/2023 - No 14 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- c) **Patchway Town Council's 70th Anniversary Celebrations.**

The date has been changed from 1<sup>st</sup> July to 8<sup>th</sup> July 2023 due to the unavailability of the stage.

**17/01/2023 - No 14 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- d) **Future Council Events in Patchway.**

The Clerk doesn't need to set up a working group for the Coronation of King Charles III as the Council have agreed to assist with road closures and to put some bunting up as per the events plan.

**17/01/2023 - No 14 To receive any reports from South Gloucestershire Councillors, Local Organisations or Working Groups.**

- h) **Patchway Police Beat Team Update.**

The Mayor wrote a letter to PC Harry Barrett and received a reply from the Police and Crime Commissioner acknowledging the praise for PC Barrett.





**PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

17/01/2023 - No 17 To consider the land acquisition report, the associated costs with this project and to consider allowing Stoke Lodge and The Common Parish Council to form part of this land acquisition.

The Clerk drafted a PWLB application for the agreed amount and this is now being reviewed by the loans team at PWLB.

**Other matters not covered by the previous minutes:**

**Patchway Dental Practice - P23/00093/F - Conversion and change of use from Dental Practice (Class E) to 2no. semi-detached dwellinghouses (Class C3) with associated works.**

A planning application had been received and will be responded to under the delegated authority from the planning applications procedure.

The Chairman of the Council and the Clerk had put a short statement after receiving information from the owner of the property which reads as the below:

*Patchway Town Council have received assurances from Patchway Dental Practice that the current owners have no intention of closing their business. The current owners have invested heavily into the Patchway community with their practice and still continue to serve the residents as they have done for a number of years.*

*If any residents have a query about this planning application, they should contact South Gloucestershire Council via email to [planningapps@southglos.gov.uk](mailto:planningapps@southglos.gov.uk)*

**The Patch Youth Centre**

Discussions are ongoing between Southern Brooks and FACE. A further update will be issued at the end of February.







Key  
 Pending  
 Implemented  
 Fully Complete

This document will be an appendix to the 3 year strategic plan document and should be read with that document and informed by the budget document.

This table will show the anticipated implementation dates of the plan and provides the residents with all the information in one table.

Timescale for Implementation	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
2021/2022	Redevelopment of Patchway Community Centre	Maintenance of Sports Equipment	Challenging SGC on pavement parking.	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Upgrade and install exercise equipment	Road Surfacing	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Compound Container		Social Media		Development of Policies
		Charlton Hayes		Live Streaming Meetings		Staff Capacity
		The Parade		Community Events		
		Rodway Road		Flyers and Leaflets.		
		Tree Survey				
		Play Area Strategy				
		The Town's Planters				
		Allotment Container				
	Tree giveaway project.					
	Local Nature Action Plan					
	Wildflower Meadows					
2022/2023	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
	Redevelopment of Patchway Community Centre	Tree Planting	Bus Shelters	Monthly Newsletter	Local Council Award Scheme	Review of Health and Safety
	Scott Park Pavilion Project	Wildflower Meadows	Christmas Lights	Patchway Festival	Review of all Governance Documents	Continuing Professional Development
		Tree Pruning in Patchway	Road Surfacing	Social Media		Development of Policies
		Open Area Signage	Benches for Charlton Hayes	Live Streaming Meetings		Staff Capacity
		Tree Survey for all areas		Community Events		
		Tree giveaway project.		Flyers and Leaflets.		
		Local Nature Action Plan		Housing.		
2023/2024	Priority Projects Responsible Committee	Outside Areas Parks and Planning	Planning in Patchway Parks and Planning	Community Engagement Full Council	Finance, Democracy and Governance Finance Committee	Human Resource and Management Personnel Committee
		Scott Park Access Gates	Road Surfacing	Monthly Newsletter	Review of all Governance Documents	Review of Health and Safety
		Scott Park Lighting	Revamping The Parade	Patchway Festival		Continuing Professional Development
		Tree give away project.		Social Media		Development of Policies
		Local Nature Action Plan		Live Streaming Meetings		Staff Capacity



10E

**PATCHWAY TWINNING ASSOCIATION**  
Callicroft House, Patchway, Bristol, BS34 5DQ

**Patchway Twinning Association**

The minutes of a meeting of the Patchway Twinning Association on Thursday 26<sup>th</sup> January 2023 at 7pm at Callicroft House, Rodway Road, Patchway.

Present: Alex Seaman, Lucy Hamid, Jack Turner, Win Williams, Ann Davies and Sylvaine Jestin.

---

**1. Welcome and Introductions.**

Jack welcomed everyone to the meeting.

**2. Apologies for absence.**

John Thomas, Ken Williams, Gill Dunphy, Dayley Lawrence, Tom Counsell, Amelia Jackson and Alan Bamforth.

**3. Update from our Twinning Partners.**

We spoke at length about the visit to Gauting in October. Those who went commented that it was nice to do different activities and have some rest time in between. The Civic Dinner was very good and the hosts were wonderful. Thanks was given to those who helped with Ken on the visit. It was noted that the Mayor of Gauting was now coming to the end of her term.

**4. Visit to Patchway from Gauting students in May 2023.**

There will be 8-10 young people and 3 teachers coming on 15<sup>th</sup> May 2023 to 19<sup>th</sup> May 2023. The students hope to visit local schools and attractions whilst they are here. The committee offered to host as below.

Win and Ken Williams	1 Adult
Ann Davies	1 Adult (Sarah)
Hamilton House Guest Room (TBC)	2 persons
Sylvaine Jestin	1 or 2 persons
John Thomas	TBC
Lucy Hamid	4 persons

Jack will reach out to the school's that teach German also to see if there are any students or families who wish to connect with the students. Sylvain will ask the school where her friends' children go to.

It was discussed that after school activities would be planned and Jack would contact FACE to see if they can assist. Activities include a visit to the seaside, trip to Airhop, trip to Ninja Warrior, trip to Planet Ice as well as food offering's for all. Jack will confirm with Sarah and put together a draft schedule.



**PATCHWAY TWINNING ASSOCIATION**  
Callicroft House, Patchway, Bristol, BS34 5DQ

**5. Visit to Clermont from Patchway in May 2023.**

The visit will take place between 31<sup>st</sup> May 2023 and 4<sup>th</sup> June 2023. Flights were in the region of £70 return from Bristol to Beziers. Win, Ken, Sylvaine, John and Lucy were all interested in going and everyone would book their tickets themselves. The committee noted that two officials from Patchway Town Council will also attend as well as young people and youth workers. Jack will circulate the link for flights to all. Sylvaine will inform Clermont of the size of our group and check availability with hosts.

**6. Visit to Gauting from Patchway in July 2023.**

The visit will take place from 21<sup>st</sup> July 2023 to 25<sup>th</sup> July 2023. There was no interest in attending as the committee thought two visits within a year is excessive. The Town Council will send two officials as well as young people and youth workers.

**7. Treasurer's Report.**

Jack provided an update.

The account has £454.83 in it. Almondsbury Charity have granted £1050 towards young people and the visits in 2023. Cllr Sanjay Shambhu has given £750 towards Twinning activities in Patchway.

**8. The future of Twinning in Patchway.**

It was noted that the association was put into abeyance at the last meeting. Ann Davies confirmed this would be her last meeting.

It was agreed to hold an information evening on 1<sup>st</sup> March between 6pm – 8pm to encourage more local people to get into Twinning. Sylvain will check with the library to see if they had space and would let us use it. Jack will organise some refreshments and will draft a poster. It was agreed to reach out to residents and existing members for this event.

Win will speak to Andy Carter at Concorde Church to see if he would be interested in assisting with the activities in May.

**9. Any Other Business.**

None.

**10. Date of the next meeting.**

16<sup>th</sup> March at 7pm at Callicroft House.